

Dickinson

Nonexempt Performance Competencies

1. Work Quality

The demonstrated ability to take personal responsibility for the accuracy and timeliness of accomplishing assigned tasks and duties. Demonstrates skills and knowledge relevant to one's own function or work group.

2. Problem Solving

The demonstrated ability to identify issues and opportunities. Makes appropriate and timely decisions based on available facts, organizational policy, established guidelines, scope of position, and potential outcomes.

3. Delivering Results

The demonstrated ability to identify the tasks and resources needed to achieve a goal, prioritize key action steps, and creates and executes a realistic schedule for timely completion.

4. Collaboration

The demonstrated ability to build effective working relationships in an environment consisting of diverse individuals. Demonstrates a willingness to work with others to help solve every day & unusual workplace situations. Respond to people in a helpful, polite, cooperative, and friendly manner.

5. Protecting Our Community

The demonstrated ability to follow department, college, and state/federal policies and regulations. Demonstrates a commitment to protecting all members of the Dickinson Community by performing work in a safe manner, maintaining a neat and organized workspace, and reporting potential safety concerns.

6. Creative & Innovated Thinking

The demonstrated ability to take action beyond required or expected effort. Proactively seeks out opportunities and applies creative ideas to improve processes, procedures, and tasks. Continually improves professional knowledge and skills.

7. Readiness

The demonstrated ability to report to work on time and in a manner appropriate for tasks required. Follows department standards, i.e. time off approval procedures and personal appearance guidelines.

8. Adaptability & Flexibility

The demonstrated ability to adjust to changing business needs, conditions, and work responsibilities. Responds positively to change, embracing and using new practices. Manages obstacles and finds alternative ways to reach desired outcomes.

9. Communication

The demonstrated ability to present ideas and information (both written and oral) in a concise, effective, and interpersonally appropriate manner. Demonstrates effective use of listening skills and displays openness to other people's ideas.