Performance Criteria

Impact and Achievement

Achieves agreed-upon goals reflecting a high standard and degree of excellence. Successfully completes identified projects, programs, goals and objectives in a manner that exemplifies success, creativity, innovation, leadership, organizational abilities, problem-solving, judgment and planning. Provides a positive impact on the institution in alignment with overall strategic vision and initiatives.

Planning and Timeliness

Plans and prioritizes initiatives in support of organizational goals to meet objectives and deadlines.

Resource Management

Manages the organization's resources, including all financial, technological, human and material resources, in an efficient and effective way to maximize results. Exercises accountability, transparency and effectiveness in resource management and use.

Interpersonal Impact

Promotes and demonstrates collegiality, cooperation, consideration and professionalism amongst colleagues, peers, subordinates and critical constituents in a positive work environment. Inspires and motivates others and encourages excellence. Maintains high standards for ethics, honesty and integrity.

Communication

Understands and fosters effective working relationships with internal and external constituencies. Produces concise and persuasive oral and written communications that are clear and effective and provides transparency, as appropriate. Listens to what is said and is open to and considerate of others' reactions and opinions.

Decision-Making

Proactively solicits feedback from key stakeholder groups; gathers data and/or information; analyzes feedback, data and information; considers repercussions; and provides thoughtful and timely direction to achieve objectives.

Leadership/Management

Establishes and communicates clear work standards and expectations; supports and mentors subordinates by recognizing accomplishments and providing meaningful feedback and opportunities for growth; promotes accountability; and constructively and appropriately addresses performance issues and conflicts in a timely manner. Builds a high-performance team; provides vision and establishes goals; is dependable, fair and consistent; delegates work appropriately; recognizes strengths and weaknesses; and promotes good morale and cooperation within the team.

<u>Diversity, Equity and Inclusion</u>
>Advances University commitment to diversity, equity, and inclusion, through responsible actions that ensure equal employment opportunity, accountability to our organizational policies and practices, and excellence in such programming and support. Contributes to a campus and system climate that respects and embraces diversity and equity. This criterion is characterized by awareness and successful implementation of inclusive employment practices, including hiring, promotion, compensation, and professional development opportunities, as well as engagement and retention of diverse faculty and staff.

<u>Compliance with Training Requirements</u>
>Has completed all mandatory training, which may include, but is not limited to, Hawai'i State Ethics Code, sexual harassment, Title IX-VAWA, and workplace violence training.

Performance Categories

The following performance rating scale shall be applied:

>   <u>Exceptional</u>: Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility and either:
>   1) Included the completion of a major goal or project, or
>   2) Made an exceptional or unique contribution in support of agreed upon unit, department, or University objectives.
>
>   This rating is achievable by any employee though given infrequently.
>
>   <u>Exceeds Expectations</u>: Performance consistently exceeded expectations in all essentialareas of responsibility and the quality of overall work was excellent. Annual agreed upon goals and objectives were met.
>
>   <u>Meets Expectations</u>: Performance consistently met expectations in all essential areas of responsibility and the quality of overall work was very good. The most critical annual agreed upon goals were met.
>
>   <u>Does Not Meet Expectations</u>: Performance failed to meet expectations in essential areas of responsibility and/or the most critical agreed-upon goals were not met.