

## **Human Resource Area Wide Goals on Staff Performance Evaluation**

### **Goal: Critical Thinking**

**Criteria:** (1) anticipates the consequences of a situation and plans accordingly (2) quickly identifies central or underlying issues in complex situations and implements appropriate solutions (3) develops and applies appropriate solutions in complex, ambiguous situations (4) effectively applies technical knowledge to solve a range of problems (5) makes decisions that properly weigh the costs, benefits, risks, and impacts of decisions / actions on the HR customer and HR department

### **Goal: Innovation**

**Criteria:** Innovation: (1) develops solutions to new or highly complex problems that cannot be solved using existing methods or approaches (2) identifies what needs to be done and takes action before being asked or required to (3) proposes and implements new approaches, methods, or technologies demonstrating lasting impact (4) finds better, faster, or less expensive ways to do things demonstrating lasting impact

## **HR Supervisor Only Goals:**

### **Goal: Leading and Coaching People**

**Criteria:** Leading and Coaching People: (1) ensures staff understand how their work relates to area/unit specific goals, HR strategic goals, and the New Synergy Strategic Plan (2) sets clear measurable goals that are realistic and challenging ensuring workload is distributed equitably (3) monitors the quality of work providing ongoing feedback and maintaining two way dialogue (4) empowers staff to set goals, take charge, and make position and team appropriate decisions (5) reinforces and encourages behaviors that contribute to team work and acknowledges achievements (6) finds creative ways to make the team's work rewarding (7) demonstrates a commitment to unit and departmental-wide goals in the face of obstacles and frustration

### **Goal: Developing Staff**

**Criteria:** Developing Staff: (1) ensures that developmental plans are properly established and monitored (2) provides timely, behavior specific, complete, and actionable feedback (3) initiates stretching assignments, growing staff member's skills/abilities (4) creates a climate in which individuals and teams want to do their very best (5) expresses confidence in the ability of all

direct reports (6) promotes individual and shared team goals (7) has awareness of each staff members' career goals and interests, and addresses Purdue related skill/career interests (skills and jobs utilized within the University) in the employees' developmental plan as appropriate (8) deals with problems and issues amongst direct reports firmly and in a timely manner not allowing problems to linger (9) treats staff consistently and equitably articulating the strengths and limitations

## **Housing and Food Services Area Wide Goals on Staff Performance Evaluations**

**Interpersonal and Intercultural Relations** – Proactively builds and maintains relationships with internal and external customers. Anticipates customer needs and then responds quickly and effectively.

Builds associations and contributes to team/organizational success. Maintains good relationships with others.

Fosters a climate of inclusion, where diverse thoughts are freely shared and integrated. Works and responds effectively with people of all backgrounds and viewpoints in a manner that acknowledges, affirms, and values their differences, similarities, and worth

**Decision Making** – Works comfortably and effectively in varying environments of ambiguity. Is receptive to new ideas and adjusts to workspace changes with optimism, Demonstrates willingness to modify a strongly held position in the face of contrary evidence. Learns quickly.

Evaluates alternatives, identifies resources and constraints, and considers organizational values. Effectively and proactively diagnoses problems and thoroughly analyzes information to make logical and sound decisions. Develops alternatives and creative solutions. Generates and uses creative ideas to improve processes, systems, products or services.

### **Additional Competencies depending on position**

**Financial Management** – Operates within budgetary constraints and exercises sound fiscal management principles. Understands the budgetary process and provides relevant information as needed. Is a good steward of financial and other resources.

**Coaching and Leading People** – Sets clear expectations, tracks progress, provides feedback and addresses problems promptly. Finds non-threatening ways to approach others about sensitive issues. Makes others feel comfortable by showing interest in what they have to say. Facilitates development of others' capabilities. Recognize staff members for accomplishments. Allocates decision-

making authority and tasks appropriately. Empowers others to make decisions and take charge in their own sphere of work.

**Strategic Thinking** – Analyzes the organization’s competitive position by considering market and industry trends, customers, strengths and weaknesses. Develops and proposes innovative ideas to maximize opportunities. Demonstrates support for changes needed to improve the organization’s effectiveness.

**Drive for Results** – Takes calculated risks; constructively challenges the views and opinions of others; questions one own assumptions; takes on broad new ways of thinking. Sets high performance standards and pursues aggressive goals. Approaches challenging tasks with a “can do” attitude. Inspires team to achieve and exceed overall business goals. Communicate a compelling vision; motivates and creates enthusiasm and commitment. Believes in and encourages positive change.