

# WSU Employee Competencies

There are six core competencies. Managers and Budget Officers/Budget Review Officers have additional competencies. Each competency is defined by a set of desired behaviors.

The following competencies are tied directly to the University Strategic Plan's Values. The rating for the Competency section will account for 100% of the overall rating of the evaluation. When completing this section, the manager should provide specific examples of work expected that demonstrate how the competency would be rated. Job duties from the employee's position description should be tied to the competencies. At the end of the review period, the manager should provide specific examples of how the employee's performance did or did not match the desired behaviors.

| Individual Contributor | Manages Employees  | Budget Officer/Budget Review Officer |
|------------------------|--------------------|--------------------------------------|
| Teamwork               | Teamwork           | Teamwork                             |
| Inclusiveness          | Inclusiveness      | Inclusiveness                        |
| Initiative             | Initiative         | Initiative                           |
| Adaptability           | Adaptability       | Adaptability                         |
| Service Standards      | Service Standards  | Service Standards                    |
| Position Knowledge     | Position Knowledge | Position Knowledge                   |
|                        | Leadership         | Leadership                           |
|                        |                    | Financial Management                 |

## Teamwork

**Works cooperatively and effectively with others to achieve common goals. Participates in building a group identity characterized by pride, trust and commitment.**

Reports to work at the assigned time, workstation, and remaining at work until the end of the scheduled work day/shift

Provides timely notification to supervisor of tardiness or absence

Deals honestly and fairly with others, showing consideration and respect for individual differences

Does own fair share of the work

Seeks assistance from other



## Position Knowledge

Technically and professionally skilled in all position responsibilities and requirements. Demonstrates the appropriate level of proficiency in the principles and practices of one's field or profession.

- Demonstrates knowledge of all job duties and skills for the position
- Quality of work is in accordance with requirements for accuracy, completeness, and attention to detail
- Demonstrates competence with methods, procedures, standard practices and techniques
- Demonstrates understanding of procedures and policies
- Adopts technological advancements
- Facilitates mastery of occupational skills
- Seeks new skills and professional development opportunities
- Strives for excellence in all aspects of work
- Demonstrates a commitment to continuous improvement

## Leadership

Utilizes employee skills effectively and productively in meeting program goals. Develops realistic goals, expectations, and deadlines for team members. Recognizes problems, seeks appropriate input, and develops solutions to resolve team member problems or improve procedures.

Engenders trust and demonstrates fairness in all actions by setting the standard and acting as a role model