

P4	C7	1 NEEDS IMPROVEMENT	2 MEETS REQUIREMENT	3 EXCEEDS REQUIREMENTS	4 EXCEPTIONAL
<b>HONESTY &amp; INTEGRITY:</b> Understands the importance of ethical behavior.					
3	3+	Has been caught doing something unethical (such as stealing, lying, or cheating).	Can be trusted not to use company resources for personal purposes; avoids gossip.	Fulfills commitments and keeps promises; will risk criticism rather than lie.	Recognizes that the world is full of ethical dilemmas and has built an outstanding reputation by consistently doing the right thing.
Comments: <i>Very trustworthy and reliable. I completely trust you with information responsibility and to do what you say you will. It's great to have that.</i>					
<b>KNOWLEDGE:</b> The measure of one's understanding of the elements of the work.					
3	3	Lacks understanding of tasks involved in performance of job.	Demonstrates expected knowledge within area(s) of responsibility with normal direction.	Demonstrates knowledge above expectations in assigned area(s); positively impacts coworkers as well as processes.	Consistently seeks to improve knowledge within and beyond area(s) of responsibility.
Comments: <i>Without a formal job description, I think you have done very well in this area. There are nuances that could get worked out easily if you were a permanent employee.</i>					
<b>PRODUCTIVITY:</b> The pace at which one completes tasks.					
2	2	Works at a slow pace; needs frequent intervention or re-focusing and direct supervision.	Works at a steady pace; completes tasks within timeframe required.	Works effectively and efficiently, frequently completing tasks ahead of schedule.	Works with a sense of urgency, usually completing tasks ahead of schedule.
Comments: <i>You work well independently and I am pleased that you are always working on something -- Great role modelling. :3</i>					
<b>PROBLEM SOLVING</b>					
<b>BASIC MATH SKILLS:</b> The ability to perform the mechanics of business math.					
4	4	Struggles with basic computational math including addition, subtraction, multiplication and division.	Able to accurately perform pre-algebra calculations (i.e., working with percentages, fractions, and decimals).	Can easily perform all pre-algebra computations; skilled in calculator usage; has a basic understanding of formulas.	Can easily perform computational math; can solve equations; can use formulas and an adding machine.
Comments: <i>yes. Without a Doubt you have helped many students calculate their verifications.</i>					