

P4	C7	1 NEEDS IMPROVEMENT	2 MEETS REQUIREMENT	3 EXCEEDS REQUIREMENTS	4 EXCEPTIONAL
LEADERSHIP SKILLS: The ability to motivate, inspire, persuade, or support others.					
3	3	Avoids taking on leadership roles; seldom speaks up in a group.	When asked, will take the lead on a given project.	Takes on a leadership role without being asked.	Frequently takes the lead in group activities; makes a point of supporting others.
Comments: Yes, but again -- you need to balance your desire to share responsibility or taking a Leadership role with "is this really helpful, necessary or desired?"					
ORGANIZATIONAL SKILLS:					
4	4	Generally does not keep track of tools, equipment, paper-work, etc.; does not complete attendance reports on time.	Uses a personal calendar to record appointments; is able to find job-related tools, equipment, etc. quickly.	Personal style requires that work environment is always kept neat and orderly.	Has taken the initiative to plan or improve one or more systems (e.g., tracking inventory).
Comments: Yes, the recent office move and new systems are a great asset to the functioning of the office.					
STRESS MANAGEMENT: The extent to which one can handle pressure on the job.					
2	2 ⁺	Can handle little or no pressure; loses temper easily or frequently withdraws from others.	Realizes that every job has stress and handles a moderate amount quite easily.	Is aware of personal stress triggers and has effective strategies to handle quite a bit of stress.	Has exceptional coping skills (e.g., great sense of humor, positive attitude, plans for regular leisure activities).
Comments: You seem to do just fine in this setting.					
TIME MANAGEMENT: The effective use of time to complete assigned tasks and initiate others.					
2	2 ⁺	Seldom manages to get tasks done in a timely manner; needs direct supervision to stay on task; unable to effectively organize or prioritize tasks.	Finishes most tasks on schedule; able to organize tasks in a logical manner; sets priorities regularly.	Completes all tasks on schedule; able to organize tasks and set priorities; reviews priorities and plans activities in advance; able to accommodate schedule changes.	Regularly completes tasks ahead of schedule; rarely appears rushed or stressed by "crises"; able to adapt to a changing work schedule as needed.
Comments: Yes, but whose priorities? The ones you set for yourself or the ones you know are expected?					