

Employee Job Skills & Abilities

Quality of Work

- Demonstrates quality, accuracy and completeness of work activities.
- Notices opportunities to improve quality and takes action to do so.

Effective Use of Time

- Demonstrates self-management skills, including time management, planning, and scheduling to meet job expectations.
- Ensures that work is accomplished within required timelines.

Job Knowledge and Technical Skills

- Demonstrates understanding of knowledge, skills, processes, equipment operation and procedures necessary to perform the essential functions of the job.
- Learns and masters applicable new skills and procedures.

Safe Work Habits

- Performs work in a safe manner.
- Avoids shortcuts that increase health and safety risks to self and others.
- Understands the application of safe practices and observes safety rules.

Dependability

- Follows through with commitments.
- Works independently.
- Comes to work on time every day as scheduled.

Adaptability

- Able to adjust to changes in work demands to meet expected timetables.
- Responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and goals.