

JOB MASTERY AND CONTINUOUS LEARNING

Demonstrates responsibility for one’s own career path and continues learning by identifying and applying new skills as needed to perform successfully on the job.

1. Applies background, technical knowledge, education, and prior job experiences to current and new job situations.
2. Demonstrates technical competence, job knowledge and ability to add value beyond the core job function.
3. Continually strives to upgrade the depth and breadth of technical and professional skills.
4. Makes time for appropriate training, keeps current on tools, technology, and information needed to meet job performance and challenges.
5. Shares knowledge and supports peers, staff and others to increase skills, foster improvement and enhance outcomes.

	MET FEW EXPECTATIONS (MFE)	MET SOME EXPECTATIONS (MSE)	SUCCESSFULLY MET EXPECTATIONS (SME)	FAR EXCEEDS EXPECTATIONS (FEE)
1	<ul style="list-style-type: none"> ▪ Lacks knowledge and skill in a technical area. Is unable to incorporate past experiences to current job situations. 	<ul style="list-style-type: none"> ▪ Has limited technical knowledge and does not often apply knowledge gained from prior experiences to job situations. 	<ul style="list-style-type: none"> ▪ Frequently demonstrates the ability to incorporate past job experience and apply technical knowledge to current job situations. 	<ul style="list-style-type: none"> ▪ Effectively applies vast technical knowledge and prior experiences to job situations. Is sought out as an expert to provide advice or solutions.
2	<ul style="list-style-type: none"> ▪ Lacking in basic job skills and knowledge; Performance does not demonstrate technical competence. 	<ul style="list-style-type: none"> ▪ Needs to develop job-specific skills and knowledge. Performance sometimes does not demonstrate technical competence. 	<ul style="list-style-type: none"> ▪ Is informed and knowledgeable about trends in the field; appropriately aligns knowledge and skills with organizational initiatives. 	<ul style="list-style-type: none"> ▪ Highly knowledgeable in field; applies skills and knowledge in ways that enhance department and organizational effectiveness.
3	<ul style="list-style-type: none"> ▪ Does not demonstrate or has no desire to take advantage of opportunities to upgrade skills. 	<ul style="list-style-type: none"> ▪ In certain situations does not adequately seek opportunities to build skills and job knowledge. 	<ul style="list-style-type: none"> ▪ Works to continuously learn and improve technical and professional skills. 	<ul style="list-style-type: none"> ▪ Actively seeks opportunities to upgrade technical and professional skills and inspires others toward it.
4	<ul style="list-style-type: none"> ▪ Resistant to continuous learning. Does not show interest in attending training or developing working knowledge or skill set to enhance job performance. 	<ul style="list-style-type: none"> ▪ Often does not make time or show interest in continuous learning. Will only participate in development opportunities when asked to do so. 	<ul style="list-style-type: none"> ▪ Makes time to participate in training and development opportunities. Keeps current on skills needed to enhance job performance. 	<ul style="list-style-type: none"> ▪ Regularly engages self and others in training and development opportunities, enhancing job performance and overall productivity of the unit.
5	<ul style="list-style-type: none"> ▪ Is unwilling to share knowledge with others; is outwardly unsupportive of team members increasing skills. 	<ul style="list-style-type: none"> ▪ Sometimes shares knowledge with others, often times it is only when asked to do so. May show support for peers increasing skills but would rather learn separately. 	<ul style="list-style-type: none"> ▪ Shares knowledge with others and demonstrates support for peers increasing/developing skills. Is aware of the potential for enhancing outcomes. 	<ul style="list-style-type: none"> ▪ Consistently shares knowledge with others and openly seeks opportunities for self and peers to increase skills where enhanced outcomes are demonstrated.