

# EPAR JOB FACTORS FOR SUPERVISORY EMPLOYEES

<b>Job Achievement Factors</b>	
<b>Factor</b>	<b>Description</b>
Goal Achievement	Overall extent to which employee accomplishes established Ratee goals.
Quality of Work	Overall extent to which employee thoroughly and accurately meets the quality criteria.
Quantity of Work	Overall extent to which employee produces an acceptable amount of work as defined in the quantity criteria.
Timeliness	Overall extent to which employee meets specified schedules and deadlines.

<b>Job Related Factors</b>	
<b>Factor</b>	<b>Description</b>
Communication	Effective expression of ideas, concepts or directions in individual or group situations, using supportive gestures, voice level and organization of materials. If communication is written, thoughts are expressed with appropriate grammar, organization and structure.
Customer Service	Identifies and meets customer (internal and external) needs.
Flexibility	Adapts behavior and work methods in response to changing conditions, new information, emergency situations and/or shifting priorities.
Interpersonal Skills	Uses interpersonal skills to take charge, direct, motivate or coordinate activities to achieve results and follow up.
Job Knowledge/Skills	Extent to which employee knows the details of the job. Understands job and applies necessary technical knowledge and skills.
Managing Resources	Identifies all physical plant, material, vendor and staff resources required to complete operational projects; uses allocated resources effectively and efficiently. Regarding staff, sets performance expectations; appraises employee performance; provides feedback; develops employees; promotes cooperation and teamwork; identifies employees' needs and works with them to improve; encourages adherence to core values.
Managing/Valuing Diversity	Builds, maintains, and/or contributes to a work environment that is fair, equitable, inclusive and cooperative in valuing individual differences such as culture, race, ethnicity, religion, gender, sexual orientation, physical attributes, lifestyles, interests, values or other differences.
Problem Solving	Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.
Project Management	Organizes tasks and people in order to achieve specific project objectives.
Teambuilding	Creation of unity of purpose through development of a shared vision and shared objectives; and through appropriate delegation and shared accountability for results.