Please provide Overall Competency Statements (comments)

Focus on your comments on the two highest and two lowest rated competency.

**2 Rated High are:**

 1) **Results Focus/Execution Behavior Statements**

- A results oriented employee who sets challenging goals and achieves results

- Cognitive of cost efficiencies and impact on budgets

- Demonstrates a commitment to excellence and work product

- Prioritizes tasks, overcomes obstacles, and accepts accountability

=🡺 need comments at least 30 words to 50 words.

2) **Collaborative Skills Behavior Statements**

- Initiates and cultivates relationships with, and gains the confidence and cooperation of people within and outside the enterprise

- Inspires confidence, respect and cooperation from others

- Provides leadership and motivation

- Works cooperatively with others to accomplish department and company goals

=🡺 need comments at least 30 words to 50 words

**2 Rated Low are**:

1) **Communication Skills Behavior Statements**

- Employee communicates efficiently both verbally and in writing

- Ideas and information are presented in a clear, concise, timely, and organized manner

- Knows how to adapt tone, style and approach toward people, depending on their perceptions and situations to get what is needed done

- Listens to others and values different opinions

=🡺 need comments at least 30 words to 50 words

2) **Planning & Organizing Behavior Statements**

- Develops realistic work plans, sets goals, and aligns plans/goals with company goals

- Keeps information organized and accessible

- Maintains clean/functional work space

- Manages time well and effectively, including personal attendance and on-time performance

=🡺 need comments at least 30 words to 50 words