Professional Competency:
Business Planning, Organizing & Scheduling, Strategy & Execution

Performance Benchmark	Performance Rating
Does not utilize a plan to help keep the work group organized and focused	Does Not Demonstrate
Fails to meet deadlines for individual or workgroup tasks	Does Not Demonstrate
Does not demonstrate a strong understanding of the organization's strategies and mission	Does Not Demonstrate
Does not prioritize work effectively	Does Not Demonstrate
Works on only one project assignment at a time	Does Not Demonstrate
Does not identify or document the objectives or steps necessary to complete workgroup projects/activities	Does Not Demonstrate
Fails to effectively execute plans - does not execute every step in the plan	Does Not Demonstrate
Always in crisis mode	Does Not Demonstrate
Does not monitor progress of projects	Does Not Demonstrate
Personal and team performance is not supporting the organization's strategies and mission	Does Not Demonstrate
Does not consider the "big picture" when performing daily tasks	Does Not Demonstrate
Fails to demonstrate an understanding of technical/professional areas	Does Not Demonstrate
Uses an overly broad or general plan to guide his/her work group completions	Developing
Occasionally misses deadlines for individual or workgroup tasks	Developing
Demonstrates a general understanding of the organization's strategies and mission	Developing
Occasionally prioritizes work effectively	Developing
Occasionally takes on multiple projects/assignments	Developing
Inconsistently identifies and documents the objectives and major steps required to complete workgroup projects/activities	Developing
Seldom executes and follows through on plans	Developing
Does not anticipate roadblocks and frequently engages in crisis activities	Developing
Inconsistently monitors progress of projects	Developing
Some personal and team performance is contributing to accomplishing the organization's strategies	Developing
Sometimes considers the "big picture" when performing daily tasks	Developing
Sometimes demonstrates an understanding of technical/professional areas	Developing

Utilizes a plan to help keep his/her work group organized and focused	Proficient
Rarely misses deadlines for individual or workgroup tasks	Proficient
Has a solid, functional understanding of the organization's strategies and mission	Proficient
Usually prioritizes work effectively	Proficient
Takes on multiple projects/assignments but may not complete them simultaneously	Proficient
Identifies and documents objectives and the major steps required to complete workgroup projects/activities	Proficient
Almost always follows through on plans to completion	Proficient
Generally anticipates and resolves roadblocks and usually avoids crises	Proficient
Monitors the progress of projects as deadlines approach	Proficient
Ensures personal and team performance is helping achieve the organization's strategies	Proficient
Usually considers "big picture" when performing daily tasks	Proficient
Usually demonstrates an understanding of technical/professional areas	Proficient
Utilizes a clear plan that allows the work group to perform at a level higher than other work groups	Advanced
Never misses individual or workgroup deadlines	Advanced
Helps the organization set its strategies and mission	Advanced
Always prioritizes work effectively	Advanced
Takes on and completes many diverse projects/assignments simultaneously	Advanced
Always identifies and clearly documents all steps, objectives, and accurately estimates resources required to complete workgroup projects/activities	Advanced
Always follows through on plans to completion	Advanced
Always anticipates and resolves roadblocks and avoids crises	Advanced
Constantly monitors progress of projects to ensure objectives are met or beaten	Advanced
Always schedules and structures meetings/briefings effectively	Advanced
Personal and work group performance is pivotal to the organization's strategies	Advanced
Always ensures tactical tasks are working to achieve the "big picture"	Advanced
Consistently demonstrates a sound understanding of technical/professional concepts, principles, and methods	Advanced

The Expert category is strictly reserved for the TOP/LEADING performers who clearly surpass the Advanced category by: 1. exhibiting the behaviors listed in the Advanced category and 2. using Business Planning, Organizing and Scheduling, Strategy and Execution in achieving a consistently demonstrated and extraordinary impact on results that: a) Yield a real utility/dollar value impact on the bottom line; or b) Have a significant impact on applicable category or PEOPLE or SERVICE or c) Meet a strategic University objective.	Expert