

Non-Manager

Building Trust		
Unacceptable (1)	Meets Expectations (3)	Far Exceeds Expectations (5)
Does not behave or express oneself in an open or honest manner.	Behaves and expresses oneself in an open and honest manner, regardless of work arrangements (on campus or at home).	Behaves and expresses oneself in an open and honest manner; is consistent in all cases with what he/she says and does; Appropriately handles difficult situations.
Often provides inaccurate and/or incomplete information.	Shares accurate information.	Consistently, in all cases, shares information that is accurate and complete; handles sensitive information appropriately.
Seldom completes assignments in a timely manner.	Completes almost all assignments on time; informs others when a delay will occur.	Follows through on all assignments and commitments, completing them in a timely and reliable manner; consistently, in all cases, makes others aware task/assignment status.
Struggles to consistently adhere to Emory policies and procedures.	Adheres to all policies and procedures.	Demonstrates commitment to Emory's goals, initiatives, policies and procedures through communication and actions.