



Performance Attributes Job Aid

Performance Attributes are a part of the new web-based performance appraisal form. A performance attribute is defined as a skill, knowledge, ability or behavioral characteristic that is associated with job performance.

Simply stated, performance attributes assist both Managers and Staff in defining what job success looks like in terms of how the work is performed, not just in terms of what was achieved. For example, performance attributes such as adaptability, collaboration, communication, decision-making and valuing diversity may be used to describe how a staff member needs to perform in their position along with their main job duties and stated objectives for the performance year.

These attributes can be used in various ways and at different levels:

School/Department level- What skills, knowledge, abilities or behavioral characteristics are required for success across the entire School or Department for the performance year?

Position Level- What skills, knowledge, abilities or behavioral characteristics are required for success across all Staff members in the same position for the performance year?

Individual Level- What skills, knowledge, abilities or behavioral characteristics are required for individual staff member success for the performance year?

The new web-based performance appraisal form has a library of 54 performance attributes that Managers can select from built into the form. As described above, these performance attributes can be used in various ways and at different levels at the choosing of the School/Department or the Manager.

Below is a listing of all 54 performance attributes that Managers can select from when developing this section of the form. Managers can choose up to 5 performance attributes per staff member for the performance year. The performance attributes have been categorized into 6 main groups for ease of use.



The 6 main groups are as follows:

**Working with Others: Helping
Individuals and Teams Achieve Goals**

- Aligning Performance for Success
- Building a Successful Team
- Coaching
- Contributing to Team Success
- Delegating Responsibility
- Developing Others
- Facilitating Change
- Follow-Up
- Information Monitoring
- Inspiring Others
- Leading Through Vision and Values
- Meeting Leadership
- Meeting Participation

**Working with Others: Interacting
Effectively**

- Building Loyalty
- Building Strategic Working Relationships
- Building Trust
- Collaboration
- Communication
- Formal Presentation
- Gaining Commitment
- Managing Conflict
- Negotiation
- Persuasiveness
- Valuing Diversity

Focusing on Results

- Building Partnerships
- Continuous Improvement
- Client Focus
- Decision Making
- Managing Work (includes Time Management)
- Planning and Organizing
- Quality Orientation
- Risk Taking
- Safety Awareness
- Selecting Talent
- Strategic Decision Making
- Strategic Job Design

Expressing Individual Potential

- Adaptability
- Applied Learning
- Continuous Learning
- Energy
- Impact
- Initiating Action
- Innovation
- Integrity
- Resilience
- Stress Tolerance
- Tenacity
- Work Standards

Emotional Intelligence

- Interpersonal Awareness
- Positive Outlook
- Self Awareness

Health Care

- Care Management
- Safety Intervention
- Patient Education/Health

For more information on performance attributes and how to use them, please contact your CUHR Client Manager or the local HR representative in your School or Department.