

Sample Job Standards

The following list of sample Job Standards is designed to serve as a reference for you as you write Job Standards for the positions that you supervise. The list is categorized into several behavioral groupings in order to help you to locate the standards that apply to your specific positions. When writing Job Standards, you may use any of these that may fit for your Essential Functions. You may also modify any of these in order to meet your specific needs. This list is provided for you as a reference; you are not required to use any of these Job Standards. For more information about how to write Job Standards, please review the Training section of the Performance Evaluation website.

Personal Accountability

- Assignments are completed within specified time frame
- Adheres to established University (hospital/unit/department, etc.) procedures and policies. Remains current on changing policies and procedures; communicates and implements changes as directed
- All assignments are checked for errors or omissions prior to dispatch
- All forms/reports/orders are accurately completed in full
- All details of assigned tasks are completed
- Always checks to see that all details in each step of a procedure have been completed
- All communication is dispatched according to established departmental guidelines for structure, without grammatical mistakes, redundancy, run-on sentences, jargon, etc.
- All patient discharge work completed by 11 a.m. discharge time
- Follows all attendance and punctuality policies
- Reports to work on time and as scheduled
- Consistently completes all assigned tasks within given time frames
- Maintains availability/accessibility throughout the work period
- Consistently completes tasks with maximum efficiency and quality (does not waste time, completes work correctly so that it does not have to be re-done, anticipates and brings all needed supplies and equipment to the work site, etc.)

Innovation/Problem Solving/Collaboration/Continuous Improvement

- Anticipates problems and voluntarily takes correct actions
- Always identifies the need for information necessary to understand issues, evaluate problems and opportunities for improvement; collects that information and uses it in analyzing and evaluating potential or actual changes
- (Deans/Directors) Audits departmental functions annually to evaluate effectiveness and identify problems; initiates corrective actions as needed
- When problems are identified, always analyzes causes and evaluates alternative solutions
- Invites staff/co-workers to submit imaginative solutions to stubborn problems
- Takes (or recommends) appropriate corrective actions to resolve problems
- Always follows up to ensure problems are actually corrected
- Seeks out and works with others in the department/hospital/Division/University to accomplish goals/resolve problems; then uses their skills, experience and knowledge to resolve problems
- Develops alternative courses of action that are based on factual information and take into consideration implications, resources, constraints, consequences and University values; chooses effective courses of action
- Always considers the risk involved with various courses of action; always considers both the long and short term impact of decisions
- Always keeps appropriate people involved and informed of problems/issues
- Always advises (relevant persons) about situations, decisions made, or actions taken
- Develops and/or implements new and improved ways of doing work