Exceeding Expectations Examples

* Consistently completes task in his/her job description in an outstanding way.
* Consistently demonstrates levels of effort, quality of work under stress or tight deadlines, initiative, innovation, advocacy, and leadership that goes significantly beyond his/her job description.
* Consistently demonstrates types or levels of skill and knowledge that surpass his/her job description requirements relative to that responsibility or measure
* Consistently demonstrates a consistent willingness to accept extra work.
* Consistently proposes new services or improved ways or performing functions within their department.
* Consistently attends job related professional development activities that are directly related to the job function and demonstrate how the PD activity is of benefit to be the employee and the College/Department.
* Consistently shows the ability to communicate clearly and foster communication by continuously engaging in the exchange of information and continuously encourages this activity in the department.
* Is team assignments, consistently takes a leadership role to facilitate overall team productivity and achieved outstanding results well beyond those expected.

**Examples**

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| Goals/Job Duty | Key Actions | Results/Exceeding Expectations |
| Provide Training for and assist staff in identifying and correcting chemical and other laboratory health and safety problems. | Develop, design and deliver curriculum to train staff on new health standard | Developed, designed and delivered both an e-learning and in person version of the training. Shared with system wide colleagues so that 1,200 specialist we able to be trained in one week. Also created training manual, again, both online and hard copy. |
| Develop a process so that 95% of new staff members are trained in the handling of hazardous materials within their first month, by Dec. 31 2016 | 1. Work with Human Resources to establish a process for accurately tracking new hires to the University (by September 2016). 2. Create a format to accurately capture all colleagues who attend a training program on hazardous materials (by September 2016) 3. Report numbers of training program attendees (Starting October 2016) 4. Determine new staff that did not attend program and ensure they are booked into next available session (starting November 2016) | 1. Process developed so that 100% of new staff members were trained in the handling of hazardous materials within their first month (by December 2016). 2. Key action steps were addressed within stated timelines. 3. School/Department feedback was very positive towards initiative and deemed successful by key stakeholders. |
| Communicate work goals for all staff within your team by September 30 2016 | 1. Build and confirm goals for your position with supervisor by July 31 2016 2. Establish and conduct meetings with all direct reports and share your goals with them to cascade goals to the next level by August 31 2016 3. Performance goals for all staff finalized by September 31, 2016 4. Provide ongoing coaching to staff members and conduct formal review meeting with staff on a quarterly basis throughout the year. | 1. Work goals communicated to all staff by August 31, 2016 2. Conducted formal coaching check-in meeting with all staff in your team every 3 months. 3. Staff indicated a deep understanding of department goals as evidenced in strong staff feedback on survey. |
| Provide work-unit budget for upcoming year by January 31, 2016, and manage annual budget on a monthly basis so that it is within 10% of forecast by fiscal year end. | 1. Analyze current year budget results to determine upcoming year anticipated budget and resource needs by December 31, 2015 2. Share findings with Director and recommendations by January 31 2016 3. Monitor current year budget expenses on a monthly basis, and encourage team members to understand the budget and track expenses closely ongoing. 4. If budget is tracking to come over forecast, identify and recommend solutions to Supervisor to insure budget is not over by fiscal year end. | 1. Work unit budget for upcoming year was prepared ahead of schedule. 2. Managed annual budget on a monthly basis to within 5% of forecast by fiscal year end. |
| Role- Research Administrator I  Goal- Develop design and deliver a tool to seek, find and notify faculty of new grant opportunities in their related field. | 1. Develop tool by July 2016. 2. Consult faculty on various field of research. 3. Implement to 85% of faculty. | 1. Developed and implemented to 100% of faculty by October 2016 2. Increased Grant proposals by 20% 3. Provided tools for grant development and resources to utilize on campus. |