



### Job Competencies - Introduction

Employee Name:	
Employee Title:	
Department:	

Every employee needs to understand the competencies on which his or her job performance will be assessed:

- This form is to be completed by the supervisor when an employee begins to work in a position in your area. Please discuss these competencies with the employee upon hiring, thus making your expectations clear.

**OR**

- This form is to be completed by a supervisor who is new to the department and/or position. It's important that employees understand your performance standards. Your performance expectations and emphasis on job competencies may differ from those of your predecessor, or you may be filling a new role in the department.

Any changes in performance expectations over the course of the year should be immediately communicated to the employee.

The performance competencies listed below are likely relevant to all jobs at UNH; and they are to correspond with your review of the employee's performance over the upcoming assessment period.

<b>Job Competencies</b> (See <a href="#">Guide to Job Competencies</a> for examples of performance indicators)	<b>Explain Job Performance Expectations below in conjunction with reviewing job description:</b>
A. Job-Specific Knowledge and Skills	
B. Quality	
C. Professionalism & Accountability	
D. Collaboration and Teamwork	
E. Commitment to the Values of the Department & University	
F. Additional Competency specific to the department to supplement the University competencies on this form (optional):	

Competencies for employees in managerial/supervisory positions	Job Performance Expectations – Explanation
G. Leadership & Management	
H. Performance Management & Development	

Performance Goals for the remainder of the review period
1.
2.
3.

Add line(s) as needed

Professional Development Goals for the remainder of the review period
1.
2.
3.

Add line(s) as needed

**Signatures** below indicate that the competencies, job emphasis/weight factors, and job expectations have been reviewed and discussed by both employee and supervisor.

<b>Employee Signature</b>	<b>Date</b>	<b>Supervisor Signature</b>	<b>Date</b>

<b>PRINT or TYPE Supervisor Name:</b>	
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