

Key Performance Factors

Key Performance Factors are the areas that are critical to staff performance at the university. While goals speak to *what* your employee is working on, the Key Performance Factors focus on *how* your employee is doing their job. Follow the **steps in red** to rate your employee and provide brief comments for the Key Performance Factors in Talent@GW. Repeat **Steps 1 and 2** for each Key Performance Factor before advancing to **Step 3**.

Communication

Fosters an environment that supports a continual, candid e... the University community. Escalates compliance, ethics, and civility relate... expression of new and creative ideas. Listens without interruption. Regularly comm... useful, well organized, and accurate information orally and in writing. Provides regular, timely, and constructive feedback in a straightforward and sensitive manner.

Select [?]

- Select
- Strength
- Proficient
- Needs Improvement
- Not Applicable

1 Choose a rating by selecting this drop-down menu

2 Enter your comments here.

(Example) Norman is a solid communicator. He is extremely responsive and clear in his communication. Norman has improved his business writing skills. However, at times Norman's business communications can come off as casual. He should continue to refine his skills to achieve the professional standard associated with his role.

3 Select Save and Exit if you want to save your progress and finish this section later

Back Save and Exit Save and Continue

3 Once you've provided ratings and comments for each factor, select Save and Continue

Once you complete **Step 3** and select **Save and Continue**, you will advance to the Summary Assessment section where you will provide an overall rating and supporting comments.