

INITIATIVE

Proactively identifies ways to contribute to the agency's goals and mission; achieves results without needing reminders from others; identifies and takes action to address problems and opportunities.

NEEDS IMPROVEMENT	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
Prompting Needs reminders to complete work assignments.	Completes assignments without the need for prompting.	Completes assignments without prompting and takes initiative to keep supervisor periodically advised of progress.
Independence Unnecessarily requests assistance or is unable to complete work on own when work should be completed independently.	Successfully completes most assignments independently but may require additional support when faced with unfamiliar tasks or situations.	Successfully completes tasks with minimal guidance; rarely needs assistance to be able to complete an assignment.
Information-seeking Does not seek out information if unsure how to complete an assignment.	Seeks out information on own initiative and follows up with supervisor for guidance or direction as needed.	Demonstrates the ability to complete even unfamiliar tasks by applying prior experiences and knowledge or doing research to gain necessary understanding.
Effort Only concerned with meeting minimum standards; rarely attempts to achieve more than the minimum required.	Consistently puts forth the effort required to do a good job on all assignments.	Always puts forth the effort needed to perform well even on the most difficult and challenging assignments.