

University of Kentucky

Campus Core Competencies

Core competencies are the skills, areas of knowledge, or abilities all employees need to be successful at the University of Kentucky. The descriptions below provide some examples of behaviors exemplifying the core competencies, but they may include other behaviors as well. Supervisors will provide supporting comments for the ranking.

	Needs Improvement rating in this competency may be exemplified by:	Meets Expectations rating in this competency may be exemplified by:	Exceeds Expectations rating in this competency may be exemplified by:
Dependability	<ul style="list-style-type: none"> Has attendance or tardiness issues that are unrelated to any protected leave. Fails to maintain acceptable quality in work. Consistently fails to complete tasks or assignments without explanation. Fails to communicate with supervisor on workload issues. 	<ul style="list-style-type: none"> Maintains consistent attendance and punctuality. Completes work on time and with minimal supervision. Addresses any workload issues with supervisor. Meets organizational standards for work quality. 	<ul style="list-style-type: none"> Fulfills commitment in face of changes in workload and responsibilities. Ensures that team responsibilities are fulfilled not just individual assignments.
Diversity and Inclusion	<ul style="list-style-type: none"> Generally is not effective with individuals or groups different from him or her. Acts inappropriately with those different from him or her. Displays insensitivity to differences in others. Vocalizes stereotypes of different groups. 	<ul style="list-style-type: none"> Treats coworkers and customers with dignity and respect. Demonstrates respect and appreciation for individual and cultural differences. Fosters a sense of belonging for all individuals. 	<ul style="list-style-type: none"> Consistently advocates value of diversity to others. Initiates discussion of work matters related to diversity, even when those discussions may be uncomfortable. Seeks understanding through establishing relationships with people of other cultures and backgrounds. Demonstrates commitment to increasing overall knowledge of diversity. Persists in efforts to recognize diversity and awareness shortfalls.
Initiative	<ul style="list-style-type: none"> Does not ask questions to get necessary information. Waits to be asked or instructed to do routine assignments or tasks. Waits for others to solve or address problems. Avoids assisting others. Fails to anticipate needs. 	<ul style="list-style-type: none"> Asks questions to get necessary information. Actively volunteers to assist others when workload can accommodate. Takes action to solve problems. Prepares to handle upcoming problems and workload. 	<ul style="list-style-type: none"> Asks questions to get information and reveal unstated needs. Actively volunteers to assist when workload can accommodate. Anticipates needs and problems and takes action to address. Seeks to improve knowledge and skills of self and others.

	<ul style="list-style-type: none"> • Takes steps to improve knowledge and skills only when instructed to do so. 	<ul style="list-style-type: none"> • Occasionally offers ideas for improvements and or projects. • Seeks to improve own knowledge and skills. 	<ul style="list-style-type: none"> • Consistently brings forth ideas for improvements. • Consistently generates ideas for projects that further goals of the unit.
Integrity	<ul style="list-style-type: none"> • Does not have the confidence of coworkers and others. • Routinely makes promises he or she doesn't or can't keep. • Fails to exercises discretion with sensitive information. • Lacks follow through, causing problems for others. • Lacks regard for time and other resources. 	<ul style="list-style-type: none"> • Has the confidence of coworkers and customers. • Presents the truth in an appropriate manner. • Keeps confidences. • Maintains organizational and professional standards in work and interactions with others. • Admits mistakes. • Is a good steward of resources. 	<ul style="list-style-type: none"> • Presents the truth appropriately when doing so may be unpopular or personally disadvantageous. • Maintains organizational and professional standards under pressure. • Serves as an example to others. • Encourages wise use of resources.
Interpersonal Relationships	<ul style="list-style-type: none"> • Fails to work cooperatively with others. • Withholds information from others. • Does not consider effect of actions on others. • Fails to address conflicts in a constructive manner. • Expresses self in a combative or destructive manner. • Does not work toward positive relationships with others. 	<ul style="list-style-type: none"> • Works cooperatively with others. • Appropriately shares information with others. • Considers effect of behavior on others. • Works to maintain positive relationships with others. • Addresses conflicts in a constructive manner. • Communicates in a respectful manner. 	<ul style="list-style-type: none"> • Is a model for cooperative relationships. • Actively works to ensure others have needed information. • Exhibits exemplary behavior in all working relationships. • Is a leader in resolving conflicts. • Works to maintain positive relationships among all group members. • Promotes respectful communication among all group members.