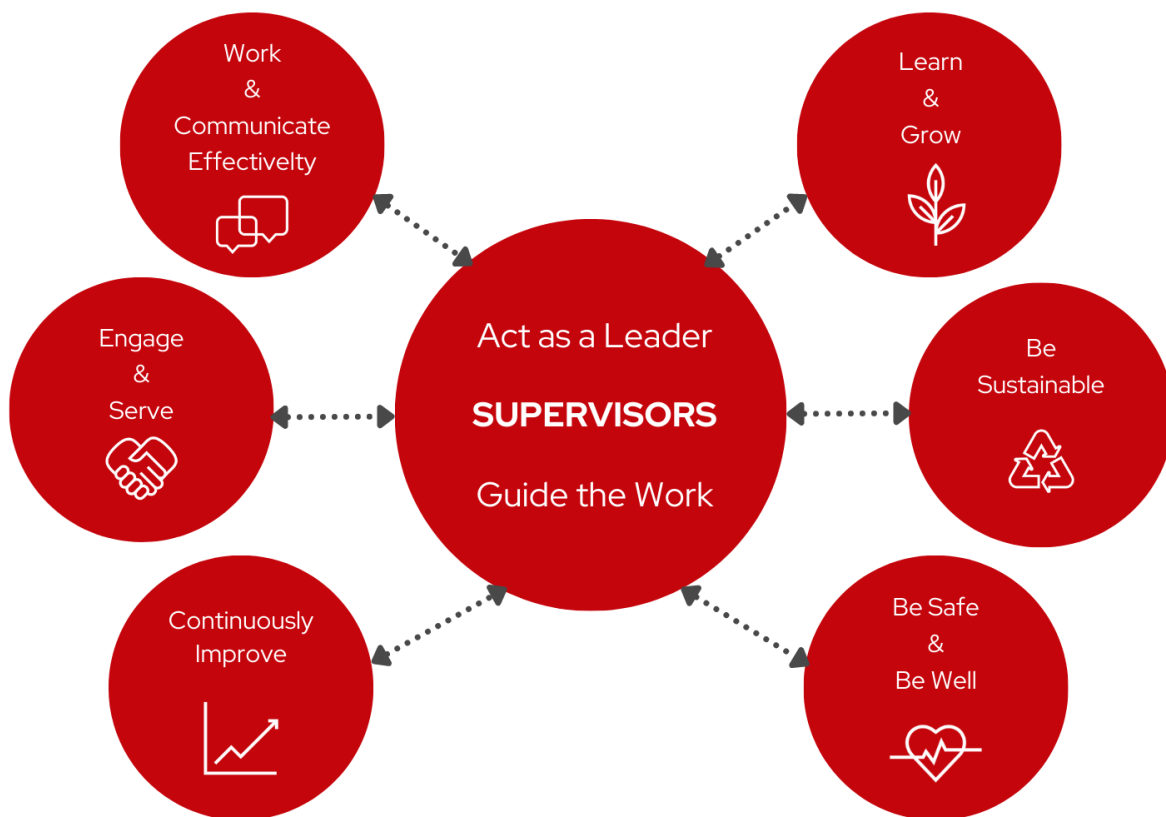


FP&M Criteria for Success

Building a Strong Foundation

At FP&M we are successful when we demonstrate and develop skills and behaviors that positively contribute to our success.



Building a Strong Foundation

Instructions: Complete this self-assessment by reflecting on areas that you would like to learn more about and build skills in. Use this as a guide to plan for professional development in conversations with your supervisor.

Name: _____ **Date:** _____

Use the following rating scale:

- 1 = You lost me; I have unlimited potential for improvement
- 2 = I know what it is; but I can't do it
- 3 = I could use a few pointers here
- 4 = Doing OK on this
- 5 = Ah! This is a strength!

All Employees	
LEARN & GROW	
	Prepare for the future: Stay current with trends and research. Apply learning to work
	Develop self-awareness: Learn about identities and how they impact unconscious bias. Explore diverse perspectives and experiences to cultivate inclusive and culturally competent behavior
ENGAGE & SERVE	
	Foster a welcoming and inclusive work environment for all, regardless of race, gender, sexual orientation, disability, age, religion, and culture
	Build collaborative relationships with coworkers, supervisors, and customers through active listening, two-way feedback, and constructive conflict management
	Treat all internal and external customers with respect in words and actions
	Manage challenging situations calmly and tactfully
	Assist co-workers in learning and development



WORK & COMMUNICATE EFFECTIVELY	
	Perform work assignments accurately, efficiently, and according to professional standards
	Demonstrate effective verbal & written communication skills
	Accept responsibility for work and follow through on commitments
	Demonstrate punctuality and follow procedure for absence requests
	Demonstrate honest and ethical behavior
CONTINUOUSLY IMPROVE	
	Take initiative to improve work output and processes using data-driven decision-making
	Willing to adapt to shifting priorities and changes in work processes
BE SAFE & BE WELL	
	Learn about and follow workplace safety guidelines, procedures, and protocols
	Learn about resources and practice habits to support personal balance and well-being
	Take appropriate action and notify supervisor if unsafe conditions or safety hazards arise
BE SUSTAINABLE	
	Demonstrate and continue to learn about efficient & effective utilization of resources
	Follow processes and data security controls to safeguard UW-Madison assets
SPECIAL PROJECTS	
	If applicable: Work on special projects, committees, or shared governance

Additional Supervisor Skills & Behaviors

ACT AS A LEADER

	Engage employees with the mission and strategic direction of FP&M
	Model self-awareness and self-development to create a welcoming, inclusive environment that values diversity
	Build trust by encouraging contributions from all, listening respectfully, and valuing differences
	Support employee development by encouraging on-going learning and providing challenging assignments
	Support employee well-being by learning about support resources and managing workload
	Address conflict constructively by inviting others into conversations about behavior and consequences
	Coach for success so that each team member knows what is expected of them

GUIDE THE WORK

	Reach clearly defined and well researched decisions in a timely manner
	Manage services through workforce planning, performance management, and effective delegation
	Develop and communicate metrics to improve services through data-driven decision-making
	Manage budgets, processes, and data security controls to safeguard UW-Madison assets