



**COLORADO SPRINGS SCHOOL DISTRICT 11**  
**PERFORMANCE EVALUATION**  
**EDUCATIONAL SUPPORT PROFESSIONAL BUILDING TECHNICIAN**

**Name:** Click or tap here to enter text.  
**Employee ID#** Click or tap here to enter text.  
**Job Title:** Click or tap here to enter text.  
**Job Location:** Click or tap here to enter text.

**Evaluation Date:** Click or tap to enter a date.  
**Evaluator Name:** Click or tap here to enter text.

**Evaluation Period Covered: (From):** Click or tap to enter a date. **(To):** Click or tap to enter a date.

**Reason for Evaluation: (Check ONE) Trial Period**  **30 Days**  **60 Days**  **89 days**  **Annual**  **Other**

	<b>Quality Standard I</b> Employee demonstrates mastery of the position for which they are responsible.	<b>Quality Standard II</b> Employee supports an inclusive and respectful work environment.	<b>Quality Standard III:</b> Employee effectively plans and delivers services in support of the District Strategic Plan.	<b>Quality Standard IV:</b> Employee demonstrates professionalism through ethical conduct and leadership.
<b>Element A</b>	Choose an item.	Choose an item.	Choose an item.	Choose an item.
<b>Element B</b>	Choose an item.	Choose an item.	Choose an item.	Choose an item.
<b>Element C</b>	Choose an item.		Choose an item.	Choose an item.
<b>Element D</b>	Choose an item.			
<b>Element E</b>	Choose an item.			
<b>Total/Competency</b>	Choose an item.	Choose an item.	Choose an item.	Choose an item.
<b>OVERALL RATING</b>				Choose an item.

**OVERALL PERFORMANCE RATING SCALE**

**Ineffective**-Does not meet necessary performance standards  
**Partially Proficient**-Progressing towards necessary performance  
**Effective**-Meets expected performance  
**Highly Effective**-Exceeds expected performance

**Remediation Plan Developed**  YES  NO  
**Remediation Plan Attached**  YES  NO

**Quality Standard(s) for improvement:** (Identify Ineffective and Partially Proficient Quality Standards, specific areas for growth, and available supports for needed growth.)

**Areas of Strength:**

**Identified areas to include in Growth Plan for next School Year:**

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluators Job Title \_\_\_\_\_

*The employee's signature above indicates that he or she has reviewed this summative evaluation in conference with the evaluator. It does not indicate agreement with the content of this evaluation.*

**DISCLAIMER**

THIS PERFORMANCE EVALUATION SYSTEM IS NOT INTENDED TO AND DOES NOT CREATE ANY CONTRACT OR PROPERTY RIGHT OR IMPOSE ANY OBLIGATIONS IN ADDITION TO OR APART FROM THOSE RIGHTS AND OBLIGATIONS, IF ANY, EXPRESSLY ESTABLISHED BY STATUTE.

SUBJECT TO APPLICABLE LAW, AN EMPLOYEE MAY BE REMOVED FROM HIS/HER POSITION, TERMINATED FROM THE DISTRICT, OR SUBJECT TO OTHER DISCIPLINARY ACTION, REGARDLESS OF HIS/HER PERFORMANCE IN THE EVALUATION PROCESS, FOR REASONS BEYOND THE SCOPE OF THE EVALUATION PROCESS INCLUDING, BUT NOT LIMITED TO, FAILURE TO ADHERE TO THE DISTRICT'S GENERAL WORK RULES, LEGAL REQUIREMENTS, JOB EXPECTATIONS OR BOARD POLICIES, OR FOR ANY OTHER REASON PERMITTED BY LAW.

FAILURE TO STRICTLY COMPLY WITH THE TIMELINES SET FORTH IN THE PERFORMANCE EVALUATION SYSTEM DOCUMENT WILL NOT INVALIDATE AN EVALUATION.

\_\_\_\_\_  
Employee's Signature  
(Signature indicates copy was received)

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Immediate Supervisor's Signature

\_\_\_\_\_  
Date

Copies Distribution:    **Employee**  
                                  **Evaluator**  
                                  **Human Resources**

Quality Standard I: Employee demonstrates mastery of the position for which they are responsible.			
Element A: Employee maintains high standards for an educational environment that is sanitary and attractive.			
Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<b>Growth is needed in:</b> <ul style="list-style-type: none"> <li>Cleaning school properties and facility, including but not limited to classrooms, offices, restrooms, hallways, carpets, windows, and walls for the purpose of appropriately maintaining school and/or district offices.</li> <li>Thoroughly cleaning facility after use for extracurricular activities, athletic events, school functions.</li> </ul>	<b>Consistency is needed in:</b> <ul style="list-style-type: none"> <li>Cleaning school properties and facility, including but not limited to classrooms, offices, restrooms, hallways, carpets, windows, and walls for the purpose of appropriately maintaining school and/or district offices.</li> <li>Thoroughly cleaning facility after use for extracurricular activities, athletic events, school functions.</li> </ul>	<b>There is an established/imbedded practice of:</b> <ul style="list-style-type: none"> <li>Cleaning school properties and facility, including but not limited to classrooms, offices, restrooms, hallways, carpets, windows, and walls for the purpose of appropriately maintaining school and/or district offices.</li> <li>Thoroughly cleaning facility after use for extracurricular activities, athletic events, school functions.</li> </ul>	<b>Shows leadership by:</b> <ul style="list-style-type: none"> <li>Modeling and helping others to understand level of cleaning that is expected to meet the high standards expected of the position.</li> <li>Modeling how to thoroughly clean facility after use for extracurricular activities, athletic events, school functions.</li> </ul>
Element B: Employee maintains high standards for the presentation of the environment.			
Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<b>Growth is needed in:</b> <ul style="list-style-type: none"> <li>Arranging furnishing and equipment for the purpose of providing adequate preparations for meetings, classroom activities, and special events.</li> <li>Preparing facility for daily operations, meetings, extracurricular activities, and athletic events as may be required making sure facility is operational and safe for occupancy.</li> <li>Notifying supervisor of custodial issues that need to be addressed/fixed/repared by Facilities Maintenance Department.</li> </ul>	<b>Consistency is needed in:</b> <ul style="list-style-type: none"> <li>Arranging furnishing and equipment for the purpose of providing adequate preparations for meetings, classroom activities, and special events.</li> <li>Preparing facility for daily operations, meetings, extracurricular activities, and athletic events as may be required making sure facility is operational and safe for occupancy.</li> </ul>	<b>There is an established/imbedded practice of:</b> <ul style="list-style-type: none"> <li>Arranging furnishing and equipment for the purpose of providing adequate preparations for meetings, classroom activities, and special events.</li> <li>Preparing facility for daily operations, meetings, extracurricular activities, and athletic events as may be required making sure facility is operational and safe for occupancy.</li> </ul>	<b>Shows leadership by:</b> <ul style="list-style-type: none"> <li>Supporting and helping colleagues to arrange furnishing as needed for meetings, classroom activities, and special events.</li> <li>Proactively preparing facility for daily operations, meetings, extracurricular activities, and athletic events as may be required making sure facility is operational and safe for occupancy.</li> </ul>
Element C: Employee works to maintains safe educational and work environments.			
Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<b>Growth is needed in:</b> <ul style="list-style-type: none"> <li>Responding to immediate safety and/or operational concerns for the purpose of taking appropriate action to resolve safety issues and maintain a functional environment.</li> </ul>	<b>Consistency is needed in:</b> <ul style="list-style-type: none"> <li>Responding to immediate safety and/or operational concerns for the purpose of taking appropriate action to resolve safety issues and maintain a functional environment.</li> </ul>	<b>There is an established/imbedded practice of:</b> <ul style="list-style-type: none"> <li>Responding to immediate safety and/or operational concerns for the purpose of taking appropriate action to resolve safety issues and</li> </ul>	<b>Shows leadership by:</b> <ul style="list-style-type: none"> <li>Modeling how to prioritize immediate safety and/or operational concerns and effectively communicating the action that will be taken to resolve the issues.</li> </ul>

<ul style="list-style-type: none"> <li>• Securing facilities and grounds for the purpose of minimizing property damage and equipment loss</li> <li>• Inspecting school or district facilities ensuring that the site is suitable for safe operations, and or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Securing facilities and grounds for the purpose of minimizing property damage and equipment loss</li> <li>• Inspecting school or district facilities ensuring that the site is suitable for safe operations, and or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.</li> </ul>	<p>maintain a functional environment.</p> <ul style="list-style-type: none"> <li>• Securing facilities and grounds for the purpose of minimizing property damage and equipment loss</li> <li>• Inspecting school or district facilities ensuring that the site is suitable for safe operations, and or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Helping others to understand the importance of securing facilities and grounds for the purpose of minimizing property damage and equipment loss</li> <li>• Helping others to inspect school or district facilities ensuring that the site is suitable for safe operations, and or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.</li> </ul>
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**Element D: Employee implements all department practices and policies for the proper use and care of all equipment.**

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<p><b>Growth is needed in:</b></p> <ul style="list-style-type: none"> <li>• Operating equipment safely.</li> <li>• Using equipment suitable for the task being completed.</li> <li>• Following sanitations procedures when using and cleaning equipment.</li> <li>• Monitoring equipment operation and reports malfunctions.</li> </ul>	<p><b>Consistency is needed in:</b></p> <ul style="list-style-type: none"> <li>• Operating equipment safely.</li> <li>• Using equipment suitable for the task being completed.</li> <li>• Following sanitations procedures when using and cleaning equipment.</li> <li>• Monitoring equipment operation and reports malfunctions.</li> </ul>	<p><b>There is an established/imbedded practice of:</b></p> <ul style="list-style-type: none"> <li>• Operating equipment safely.</li> <li>• Using equipment suitable for the task being completed.</li> <li>• Following sanitations procedures when using and cleaning equipment.</li> <li>• Monitoring equipment operation and reports malfunctions.</li> </ul>	<p><b>Shows leadership by:</b></p> <ul style="list-style-type: none"> <li>• Practicing energy conservation.</li> <li>• Conducting preventative maintenance procedures.</li> </ul>

**Element E: Employee is responsible and effective in the maintenance and distribution of custodial supplies.**

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<p><b>Growth is needed in:</b></p> <ul style="list-style-type: none"> <li>• Responsibly distributing supplies and equipment such as filling soap dispensers, toilet paper, paper towel etc.</li> <li>• Maintaining and using custodial supplies and equipment as intended and stocking custodial closet appropriately.</li> </ul>	<p><b>Consistency is needed in:</b></p> <ul style="list-style-type: none"> <li>• Responsibly distributing supplies and equipment such as filling soap dispensers, toilet paper, paper towel etc.</li> <li>• Maintaining and using custodial supplies and equipment as intended and stocking custodial closet appropriately.</li> </ul>	<p><b>There is an established/imbedded practice of:</b></p> <ul style="list-style-type: none"> <li>• Responsibly distributing supplies and equipment such as filling soap dispensers, toilet paper, paper towel etc.</li> <li>• Maintaining and using custodial supplies and equipment as intended and stocking custodial closet appropriately.</li> </ul>	<p><b>Shows leadership by:</b></p> <ul style="list-style-type: none"> <li>• Understanding the educational impact for not appropriately distributing supplies and equipment in support of the district mission.</li> <li>• Understanding the fiscal impact for not appropriately maintaining and using custodial supplies.</li> </ul>

**Quality Standard II: Employee supports an inclusive and respectful work environment.**

**Element A: Employee develops and maintains relationships with individuals and groups, resulting in positive outcomes.**

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<p><b>Growth is needed in:</b></p> <ul style="list-style-type: none"> <li>Establishing and building constructive, effective relationships.</li> <li>Supporting group productivity.</li> <li>Respecting the opinions and ideas of others.</li> <li>Including others in pertinent conversations and decisions.</li> </ul>	<p><b>Consistency is needed in:</b></p> <ul style="list-style-type: none"> <li>Building constructive, effective relationships.</li> <li>Supporting group productivity.</li> <li>Identifying and suggesting solutions in which all parties are respected and from which they can benefit.</li> <li>Gathering input from appropriate stakeholders.</li> </ul>	<p><b>There is an established/imbedded practice of:</b></p> <ul style="list-style-type: none"> <li>Constructive, effective relationships.</li> <li>Working to enhance group productivity by building consensus and setting a positive tone in work and actions.</li> <li>Demonstrating respect for opinions, priorities, ideas, and time of others.</li> <li>Identifying solutions in which all parties can benefit.</li> <li>Thinking about issues impacting others and includes them, when necessary.</li> </ul>	<p><b>Shows leadership by:</b></p> <ul style="list-style-type: none"> <li>Developing and maintaining relationships.</li> <li>Working to enhance group productivity by building consensus and setting a positive tone in work and actions.</li> <li>Demonstrating respect for the opinions, priorities, ideas, and time of others.</li> <li>Identifying, leading, and developing solutions in which all parties benefit.</li> <li>Involving others impacted by decisions.</li> </ul>

**Element B: Employee expresses thoughts and ideas verbally or in writing in individual or group settings.**

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<p><b>Growth is needed in:</b></p> <ul style="list-style-type: none"> <li>Communication.</li> <li>Ability to adapt communication to the audience.</li> <li>Responding in a timely manner.</li> <li>Not judging or criticizing the ideas of others.</li> <li>Listening to others without interrupting.</li> </ul>	<p><b>Consistency is needed in:</b></p> <ul style="list-style-type: none"> <li>Communication that is clear and easily understandable.</li> <li>Adapting communication to the audience.</li> <li>Responding in a timely manner.</li> <li>Not judging or criticizing the ideas of others.</li> <li>Listening to others without interrupting.</li> </ul>	<p><b>There is an established/imbedded practice of:</b></p> <ul style="list-style-type: none"> <li>Communication that is clear and ensures understanding.</li> <li>Adapting communication to the audience.</li> <li>Responding in a timely manner.</li> <li>Refraining from judgement and criticism of others' ideas.</li> <li>Listening for understanding of others' intended message before responding.</li> </ul>	<p><b>Shows leadership by:</b></p> <ul style="list-style-type: none"> <li>Proactively communicating with clarity ensuring understanding.</li> <li>Dynamically adapting communication to the audience.</li> <li>Consistently responds in a timely manner.</li> <li>Encouraging others to give their points of view.</li> <li>Being approachable at all times.</li> <li>Actively listens to understand others' intended message before responding, and follows-up.</li> </ul>

**Quality Standard III: Employee effectively plans and delivers services in support of the District Strategic Plan.**

**Element A: Employee identifies and responds to customer needs**

Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>

<p><b>Growth is needed in:</b></p> <ul style="list-style-type: none"> <li>• Meeting customer needs.</li> <li>• Responding appropriately to customers.</li> <li>• Responding to customers in a timely manner <i>WITH</i> accurate information.</li> <li>• Delivering solutions to customer problems.</li> <li>• Demonstrating an ability or willingness to build relationships with customers.</li> <li>• Ensuring customer satisfaction.</li> </ul>	<p><b>Consistency is needed in:</b></p> <ul style="list-style-type: none"> <li>• Regularly meeting customer needs.</li> <li>• Responding appropriately to customers.</li> <li>• Responding to customers in a timely manner with accurate information.</li> <li>• Delivering solutions to customer problems.</li> <li>• Building relationships with customers.</li> <li>• Following up with customers to ensure they are satisfied.</li> </ul>	<p><b>There is an established/imbedded practice of:</b></p> <ul style="list-style-type: none"> <li>• Meeting customers' needs.</li> <li>• Responding to customers in a timely manner with accurate information.</li> <li>• Delivering solutions to customer problems.</li> <li>• Building relationships with customers.</li> <li>• Following up with customers to ensure they are satisfied.</li> </ul>	<p><b>Shows leadership by:</b></p> <ul style="list-style-type: none"> <li>• Anticipating customers' needs and proactively addressing them.</li> <li>• Consistently responding to customers in a timely manner with accurate information.</li> <li>• Discussing options with customers for alternative ways to meet expectations.</li> <li>• Building high trust relationships with customers.</li> <li>• Regularly following up with customers to ensure they are satisfied.</li> </ul>
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**Element B: Employee demonstrates initiative, efficiency, and productivity.**

<p><b>Level 1</b></p> <p><input type="checkbox"/></p>	<p><b>Level 2</b></p> <p><input type="checkbox"/></p>	<p><b>Level 3 (Proficient)</b></p> <p><input type="checkbox"/></p>	<p><b>Level 4</b></p> <p><input type="checkbox"/></p>
<p><b>Growth is needed in:</b></p> <ul style="list-style-type: none"> <li>• Using time efficiently in order to meet work deadlines by establishing priorities appropriately.</li> <li>• Adjusting to changing workloads or schedules.</li> <li>• Developing self-direction, resourcefulness, and/or creativity in completing tasks.</li> <li>• Identifying solutions to unanticipated barriers to completing job responsibilities.</li> <li>• Independently beginning and completing job responsibilities.</li> </ul>	<p><b>Consistency is needed in:</b></p> <ul style="list-style-type: none"> <li>• Using time efficiently in order to meet work deadlines by establishing priorities appropriately.</li> <li>• Adjusting to changing workloads or schedules.</li> <li>• Developing self-direction, resourcefulness, and/or creativity in completing tasks.</li> <li>• Identifying solutions to unanticipated barriers to completing job responsibilities.</li> <li>• Independently beginning and completing job responsibilities.</li> </ul>	<p><b>There is an established/imbedded practice of:</b></p> <ul style="list-style-type: none"> <li>• Using time efficiently in order to meet work deadlines by establishing priorities appropriately.</li> <li>• Adjusting to changing workloads or schedules.</li> <li>• Developing self-direction, resourcefulness, and/or creativity in completing tasks.</li> <li>• Identifying solutions to unanticipated barriers to completing job responsibilities.</li> <li>• Independently beginning and completing job responsibilities.</li> </ul>	<p><b>Shows leadership by:</b></p> <ul style="list-style-type: none"> <li>• Helping others in using time efficiently in order to meet work deadlines by establishing priorities appropriately.</li> <li>• Anticipating and adjusting to changing workloads or schedules.</li> <li>• Developing self-direction, resourcefulness, and/or creativity in completing tasks.</li> <li>• Helping others to identify solutions to unanticipated barriers to completing job responsibilities.</li> <li>• Identifying solutions to unanticipated barriers to completing job responsibilities.</li> </ul>

**Element C: Employee exhibits behaviors that indicate commitment to the mission and vision of the District.**

<p><b>Level 1</b></p> <p><input type="checkbox"/></p>	<p><b>Level 2</b></p> <p><input type="checkbox"/></p>	<p><b>Level 3 (Proficient)</b></p> <p><input type="checkbox"/></p>	<p><b>Level 4</b></p> <p><input type="checkbox"/></p>
<p><b>Growth is needed in:</b></p> <ul style="list-style-type: none"> <li>• Displaying actions that support the well-being and success of students, parents, co-workers, and community.</li> </ul>	<p><b>Consistency is needed in:</b></p> <ul style="list-style-type: none"> <li>• Displaying actions that support the well-being and success of students, parents, co-workers, and community.</li> </ul>	<p><b>There is an established/imbedded practice of:</b></p> <ul style="list-style-type: none"> <li>• Displaying actions that support the well-being and success of students, parents, co-workers, and community.</li> </ul>	<p><b>Shows leadership by:</b></p> <ul style="list-style-type: none"> <li>• Being a role model and advocate for the well-being and success of students, parents, co-workers, and community.</li> </ul>

Quality Standard IV: Employee demonstrates professionalism through ethical conduct and leadership.			
Element A: Employee demonstrates high standards for ethical and professional conduct			
Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<b>Growth is needed in:</b> <ul style="list-style-type: none"> <li>Maintaining professional behavior and demeanor through being respectful of others, showing courtesy and exhibiting integrity.</li> <li>Adhering to applicable policies and procedures.</li> <li>Exhibiting appropriate behavior and a positive attitude.</li> <li>Demonstrating reliability in adhering to scheduled work times, is rarely absent.</li> </ul>	<b>Consistency is needed in:</b> <ul style="list-style-type: none"> <li>Maintaining professional behavior and demeanor through being respectful of others, showing courtesy, and exhibiting integrity.</li> <li>Adhering to applicable policies and procedures.</li> <li>Exhibiting appropriate behavior and a positive attitude.</li> <li>Demonstrating reliability in adhering to scheduled work times, is rarely absent.</li> </ul>	<b>There is an established/imbedded practice of:</b> <ul style="list-style-type: none"> <li>Maintaining professional behavior and demeanor through being respectful of others, showing courtesy, and exhibiting integrity.</li> <li>Adhering to applicable policies and procedures.</li> <li>Exhibiting an attitude of helpfulness and reliability.</li> <li>Demonstrating reliability in adhering to scheduled work times, is rarely absent.</li> </ul>	<b>Shows leadership by:</b> <ul style="list-style-type: none"> <li>Setting an example of professional behavior and demeanor through being respectful of others, showing courtesy, and exhibiting integrity.</li> <li>Demonstrates in-depth knowledge of policies and procedures.</li> <li>Taking ownership and pride in their work.</li> </ul>
Element B: Employee links professional growth to their professional goals			
Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<b>Growth is needed in:</b> <ul style="list-style-type: none"> <li>Reflecting on and engaging in professional learning activities aligned to enhancing job performance.</li> </ul>	<b>Consistency is needed in:</b> <ul style="list-style-type: none"> <li>Apply knowledge and skills learned through professional development to improve performance.</li> <li>Seeking and/or implementing performance feedback from supervisor.</li> </ul>	<b>There is an established/imbedded practice of:</b> <ul style="list-style-type: none"> <li>Consistently applying knowledge and skills learned through professional development to improve performance.</li> <li>Seeking and/or implementing supervisor feedback to improve performance.</li> </ul>	<b>Shows leadership by:</b> <ul style="list-style-type: none"> <li>Seeking out professional development opportunities to expand job applicable knowledge and skills to enhance performance.</li> </ul>
Element C: Employee works to respond in a dynamic and complex environment			
Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 (Proficient) <input type="checkbox"/>	Level 4 <input type="checkbox"/>
<b>Growth is needed in:</b> <ul style="list-style-type: none"> <li>Accepting change.</li> <li>Not sabotaging the change efforts of others.</li> <li>Working well with diverse people and groups to facilitate change.</li> </ul>	<b>Consistency is needed in:</b> <ul style="list-style-type: none"> <li>Adjusting style and behavior to the needs of the situation.</li> <li>Adapting to changing work environments, work priorities, and organizational needs.</li> <li>Working with diverse people or groups to facilitate change.</li> <li>Reacting positively to changing work environments and priorities.</li> </ul>	<b>There is an established/imbedded practice of:</b> <ul style="list-style-type: none"> <li>Adjusting style and behavior to the needs of the situation.</li> <li>Responding positively to changing situations.</li> <li>Being open and willing to learn new ways of performing job responsibilities.</li> </ul>	<b>Shows leadership by:</b> <ul style="list-style-type: none"> <li>Anticipating change and seamlessly adapting style and behavior to the needs of the situation.</li> <li>Helping others to see the positive aspects of change.</li> <li>Bringing forward innovative ways of enhancing and/or performing job responsibilities.</li> </ul>