THE JERRY AUGUSTINE AWARD

(Messenger/Office Attendant Established/Non-Established)

(For Use by the Line Ministries)

Ministry/Department:					
Division/Unit:					
Name:	**POSITION**				
Attributes	**Key: 5 to 1 (O – 5; EE-4; ME-3; ND -2; U - 1)**				
	5	**4**	**3**	**2**	**1**
1. Demonstrates support for the goals and policies of the department					
2. Operates within required workplace policies, procedures, rules and regulations					
3. Acknowledges and responds to supervision and instruction					
4. Maintains confidentiality of information received in line with operating directives					
5. Complies with departmental requirements relating to the use of government resources.					
6. Maintains physical security of department records and information used in executing duties					
7. Dependable, pleasant and cooperative					
8. Attends work regularly with all absences covered by notification, approval or medical certification					
9. Begins and ends work at the required time					
10. Willingly goes the extra mile to facilitate the effective service delivery.					
11. Demonstrates respect in all interactions with colleagues and the public					
12. Is a role model to other employees					
Sub totals					
Total score /60					

KEY

O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory