SENIOR OFFICER AWARD

(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. Discharges functions with minimal supervision					
3. Operates within required workplace policies, procedures, rules and standards					
4. Produces quality work					
5. Identifies problems and takes steps to address them					
6. Willingly works outside of the normal working hours to complete assigned task					
7. Responds to both internal and external customers within the set time standard of the ministry/ department					
8. Attends work regularly with all absences covered by notification, approval or medical certification					
9. Begins and ends work at the required time					
10. Acknowledges and responds to supervision and instruction					
11. Maintains confidentiality of information received in line with operating directives					
12. Demonstrates integrity in all interactions with colleagues and the public at all times					
13. Maintains physical security of department records and information used in executing duties					

14. Responds sensitively and courteously in dealing with the public and other personnel					
15. Gives complete and accurate information to the public and other employees					
16. Listens attentively and asks questions to ensure understanding of other person's ideas, opinions and/or requests for information etc.					
Sub totals					
Total score /80					

KEY

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