
Initiative

Definition

Proactively identifies ways to contribute to the State's goals and missions; achieves results without needing reminders from others; identifies and takes action to address problems and opportunities

Key Words: Personal Drive, Take Charge, Readiness to embark on new task

Behavioral Indicators

1. Demonstrates a sense of urgency, motivation, and tenacity in achieving objectives.
 2. Pursues increased challenge and accountability in project tasks.
 3. Takes responsibility for personal development and the realization of objectives.
 4. Remains determined in the face of obstacles or pressure.
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PROFICIENCY LEVELS: Initiative

LEVEL I

- Completes assignments without the need for prompting from his/her supervisor or others
- Seeks out information on his/her own initiative; may need to follow up with his/her supervisor for guidance or direction
- Demonstrates resilience against challenges and obstacles

LEVEL II

- Successfully completes most tasks independently but asks for additional support, as appropriate, when faced with unfamiliar tasks or situations
- Focuses on achieving results, rather than activities that may not add value
- Recognizes and takes appropriate action to effectively address problems and opportunities

LEVEL III

- Takes the initiative to complete assignments early; consistently exceeds expectations regarding the timing of deliverables
 - Generates commitment and enthusiasm from others to set and achieve challenging objectives
 - Demonstrates the ability to complete even unfamiliar tasks independently by adapting his/her previously gained knowledge
 - Coaches others on how to focus their energy on achieving results without creating more work than necessary
 - Provides advice and direction to others on how to recognize and take appropriate action on problems and opportunities
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