



# Virginia State University Employee Work Profile Work Description

Parts I, II, III, and IV are written and reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

**EMPLOYEE NAME:** \_\_\_\_\_ **EMPLOYEE ID#:** \_\_\_\_\_

## PART I – Position Identification Information

1. Employee’s Name AND Position Number:	2. Agency Name & Code:
3. Work Location Code:	4. Division/Unit:
5. Role Title & Code:	6. Pay Band:
7. Work Title:	8. SOC Title & Code: (HR USE ONLY)
9. Level Indicator: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager  <b>Employees Supervised:</b> Does employee supervise 2 or more full time employees <input type="checkbox"/> Yes <input type="checkbox"/> No	10. FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt  11. EEO Code: (HR USE ONLY)
11. Supervisor’s Position Number:	12. Supervisor’s Role Title & Code:
13. Effective Date of EWP:	14. Position Subject to Conflict of Interest? <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Position Eligible for Telework? <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Position a Clery Act Reporter? <input type="checkbox"/> Yes <input type="checkbox"/> No

## PART II – Work Description

17. Organizational Objective:
18. Position Objective/Purpose of Position:

**19. Knowledge, Skills, and Abilities and/or Competencies required to successfully perform the work:**

**20. Education, Experience, Licensure, Certification required for entry into position:**

% of time	19. Core Responsibilities	21. Measures for Core Responsibilities
<b>Core Responsibilities are listed in order of importance</b>		
10%	<b>A1. Performance Management</b> Responds to instructions and feedback of supervisors in a constructive manner in order to improve personal performance.	Degree to which individual: <ul style="list-style-type: none"> <li>Engages in constructive dialogue with supervisors.</li> <li>Relates instructions and feedback of supervisors to personal knowledge, skills, and abilities.</li> <li>Acknowledges and follows through on coaching and/or instruction related to performance correction, enhancement, and/or development.</li> </ul>
%	<b>A2. Performance Management</b> Provides day to day supervision of staff in a constructive manner in order to improve performance of each individual.  Note: Use this only for employees who supervise other employees	Degree to which individual: <ul style="list-style-type: none"> <li>Communicates expectations of staff clearly and relates them to the goals and objectives of the department or unit.</li> <li>Ensures staff receives frequent, constructive feedback, including interim evaluations as appropriate.</li> <li>Ensures staff has the necessary knowledge, skills, and abilities to accomplish goals.</li> <li>Ensures that the requirements of the performance planning and evaluation system are met and evaluations are completed by established deadlines with proper documentation.</li> <li>Addresses and documents performance issues as they occur.</li> </ul>
%	<b>B.</b>	Degree to which individual: <ul style="list-style-type: none"> <li></li> </ul>
%	<b>C.</b>	Degree to which individual: <ul style="list-style-type: none"> <li></li> </ul>

%	<b>D.</b>	Degree to which individual: •
%	<b>E.</b>	Degree to which individual: •
%	<b>F.</b>	Degree to which individual: •

<b>22. Other Assignments</b>	<b>23. Measures for Other Assignments</b>
<b>G.</b>	Degree to which individual: •
<b>H. Other duties as assigned</b> Responds to other duties as assigned (ad hoc assignments) as directed to ensure smooth operation of the department/office and agency	Degree to which individual: • Completes specific duties as assigned within established policy and guideline and in accordance to supervisor's direction. • Assist the agency and state government in the event of an emergency declaration by the Governor.

<b>24. Agency/Departmental Objectives</b>	<b>25. Measures for Agency/Departmental Objectives</b>
<b>I. VSU's Confidentiality Policy</b>	Degree to which individual: • Maintains confidentiality of sensitive information as it pertains to Virginia State University. • Accesses data that is related to position or department responsibly. • Ensures compliance with Virginia State University's Confidentiality policy and statement.
<b>J. VSU's Civility in the Workplace Policy</b> Demonstrates professionalism, respect, integrity, dignity and ethical practices through task completion and behaviors in support of the department/office and agency.	Degree to which individual: • Accepts responsibility for personal conduct. • Demonstrates respect towards all faculty, staff and volunteers. • Responds to others in a constructive way. • Communicates professionally both orally and in writing.

<p><b>K. Administrative Compliance</b> Adheres to all policy requirements set forth by the agency and department/office.</p>	<p>Degree to which individual:</p> <ul style="list-style-type: none"> <li>• Ensures compliance with all safety and sanitation regulations and procedures set forth for life, safety and health of self and others.</li> <li>• Provides, updates, and maintains current employee personal/contact information immediately upon change.</li> <li>• The supervisor, will through the course of the annual evaluation process, discuss the agency requirement to ensure a safe environment for all VSU employees.</li> </ul>
<p><b>L. Time, Attendance, and Leave</b> Complies with timekeeping requirements and work schedules.</p>	<p>Degree to which individual:</p> <ul style="list-style-type: none"> <li>• Reports to work and training as scheduled.</li> <li>• Submits documentation timely which may include weekly timesheets, P-8 leave forms, and any other supporting documentation as requested or required by policy.</li> <li>• Seeks approval from supervisor in advance for any changes to the established work schedule, including the use of leave, late or early arrivals and/or departures.</li> </ul>
<p><b>M. Technology Training and Compliance</b> Schedules, completes, and applies technology training as required for employee's position and job duties.</p>	<p>Degree to which individual:</p> <ul style="list-style-type: none"> <li>• Schedules and completes technology training as required.</li> <li>• Applies updated technology training to process and complete job functions in a timely and effective manner.</li> </ul>

**PART III – Employee Development Plan**

**26. Personal Learning Goals**

Maintains certifications and/or attends training as required by Virginia State University.

**Note:** Identify any training designed to enhance performance efficiency and/or advance career goals.

**27. Learning Steps/Resources Need**

With supervisor's direction and approval, determine certification and/or training needs, register and attend appropriate training.

**Note:** Discuss any training that would improve work efficiency or further career goals. Consideration would normally be provided for both the needs of the site, as well as that of the employee.

**PART IV – Review of Work Description & Signatures**

28. Supervisor Signature:

Date:

Print Name:

29. Reviewer Signature:

Date:

Print Name:

30. Employee Signature:

Date:

Print Name:

**Confidentiality Statement:**

I acknowledge and understand that I may have access to confidential information regarding employees, students, patients, and the public. In addition, I acknowledge and understand that I may have access to proprietary or other confidential information business information belonging to Virginia State University. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Virginia State University;
- Disclose to any other person, or allow any other person access to, any information related to Virginia State University, that is proprietary or confidential and/or pertains to employees, students, patients, and the public. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, “loaning” computer access codes, and/or another transmission or sharing of data.

I understand that Virginia State University and its employees, students, patients, public, or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Virginia State University may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action, up to and including, my termination of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

<b>Essential Job Requirements (Indicate by each E = Essential, M = marginal, or N/A)</b>			
<b>Physical Demands and Activities:</b>			
N/A	Light lifting	<20 lbs.	Standing <u>  N/A  </u>
N/A	Moderate lifting	20-50 lbs.	Sitting <u>  E  </u>
N/A	Heavy lifting	>50 lbs.	Walking <u>  N/A  </u>
N/A	Pushing/pulling		Bending <u>  N/A  </u>
			Lifting <u>  N/A  </u>
			Reaching <u>  N/A  </u>
			Climbing <u>  N/A  </u>
			Repetitive motion <u>  E  </u>
			Other _____
<b>Emotional Demands:</b>		<b>Mental/Sensory Demands:</b>	
M	Fast pace	E	Avg. pace
E	Multiple priorities	E	Reasoning <u>  M  </u>
E	Intense customer interaction	E	Hearing <u>  E  </u>
E	Multiple stimuli	E	Memory <u>  _____  </u>
M	Frequent change	E	Reading <u>  E  </u>
		M	Analyzing <u>  M  </u>
		E	Logic <u>  M  </u>
		E	Verbal communication <u>  _____  </u>
		E	Written communication <u>  E  </u>
		E	Other _____