Independence & Interdependence

The following items are used in various assessments and job descriptions to measure independence and interdependence.

- I have a good understanding of my role and the roles of others in Disability Services.
- I seek instruction from supervisors on projects and ask for clarification on tasks.
- I ask for additional work after completion of a given task.
- Develop cooperative relationships among the people I work with.
- Knowing when to work alone and when to work with others.
- Be more inclined to seek help from others.
- Takes initiative in obtaining skills and knowledge necessary for position.
- Works with minimum supervision alone or in a group.
- Determines appropriate times to act alone and when to consult supervisor and/or co-workers
- Initiates and develops relationships with individuals, including co-workers and supervisors.
- I learned to appropriately determine when to act alone and when to work or consult with others.
- I learned to work with minimum supervision alone or in a group.
- I am confident in making independent decisions.
- I am comfortable making suggestions to help the team reach our goal.
- I support the decisions that the team makes without me.
- I can adapt my behavior in response to team or organizational needs.
- I know when to work alone and when to consult with others.
- I make it a point to let people know about my confidence in their abilities.
- I develop cooperative relationships among the people I work with.
- Cooperates with other Office Assistants.
- Demonstrates effective communication with co-workers/Supervisor.
- Offers assistance to co-workers (shift changes, shift coverage, etc).
- Cooperates with CA / NM / Security staff.
• Interacts appropriately with the Residence/Assistant Directors.
• Interacts appropriately with Business Office staff, Facilities staff and vendors.
• Seeks supervisor(s) assistance when necessary.
• Promptly notifies supervisor or CA on duty when problem situation(s) arise.
• Verifies and follows up on work order request forms (DATA & WORFs).
• Demonstrates responsibility to take initiative.