
Attention to Detail

DEFINITION:

Thoroughness in accomplishing a task through concern for all the areas involved, no matter how small. Monitors and checks work or information and plans and organizes time and resources efficiently.

Key Words: Quality Assurance, Thoroughness, Efficiency

BEHAVIORAL INDICATORS:

1. Provides accurate, consistent numbers on all paperwork.
2. Provides information on a timely basis and in a usable form to others who need to act on it.
3. Maintains a checklist, schedule, calendar, etc., to ensure that small details are not overlooked.
4. Carefully monitors the details and quality of own and others' work.
5. Expresses concern that things be done right, thoroughly, or precisely.
6. Takes necessary actions to produce work that requires little or no checking.

PROFICIENCY LEVELS: Attention to Detail

LEVEL I

- Double-checks the accuracy of information and work product to provide accurate and consistent work.
- Provides information on a timely basis and in a usable form to others who need to act on it.
- Carefully monitors the details and quality of own and others' work.
- Expresses concern that things be done right, thoroughly, or precisely.
- Completes all work according to procedures and standards.

LEVEL II

- Sets up procedures to ensure high quality of work
- Monitors the quality of work by setting up procedures
- Acts to verify information
- Checks the accuracy of own and others' work
- Develops and uses systems to organize and keep track of information or work progress
- Prepares for meetings and presentations
- Organizes information or materials for others
- Reviews and checks the accuracy of information in work reports

LEVEL III

- Complete with regard to every detail; not superficial or partial
 - Performed or written with great care and completeness
 - Painstakingly careful and accurate
 - Exhaustive: performed comprehensively and completely
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