

Personal Skills: **INTEGRITY**

Definition: Doing the right thing in a reliable way

Behaviors

- Be honest
- Do what I say I will do
- Hold myself and other accountable
- Make choices consistent with my values

Personal Skills: **WORK ETHIC**

Definition: Putting forth my best effort to meet expectations

Behaviors

- Engage in meaningful work to make a contribution
- Be productive at all times of the day
- Reflect and evaluate my productivity
- Do what it takes to get the job done

Personal Skills: **PROFESSIONALISM**

Definition: Meeting the behavioral expectations of others

Behaviors

- Be loyal to my peers, supervisor and myself
- Adhere to dress codes and other policies
- Be aware of the impact of my words and actions
- Use good judgement in the decisions I make
- Resolve conflicts peacefully

Personal Skills: **RESPONSIBILITY**

Definition: Taking ownership of my work, my behavior, and my actions

Behaviors

- Honor my commitments
- Complete my work and assignments on time
- Work efficiently and effectively without supervision
- Persevere in accomplishing my work

Personal Skills: **ADAPTABILITY/
FLEXIBILITY**

Definition: Embracing change

Behaviors

- Overcome barriers and roadblocks
- Understand that multiple solutions will accomplish the same goal
- Maintain composure during adversity
- Be curious to explore and experiment

Personal Skills: **SELF-MOTIVATED**

Definition: Exhibiting a passion for life and career

Behaviors

- Purposefully connect what I do today to my future
- Positively contribute to every project
- Seek to learn and develop new knowledge and skills
- Disciplined to achieve my purpose and goals