

SAMPLE BEHAVIORS

Career Development

- Develop plans and goals for one's future career.
- Show an awareness of own strengths and areas for development while pursuing and applying feedback.
- Display curiosity; seek out opportunities to learn and develop, including further education and training.
- Assume responsibilities and establish relationships that will help one progress professionally.

Communications

- Understand the importance of and demonstrate clear verbal, written, and non-verbal communication.
- Employ active listening, persuasion, and influencing skills.
- Frame communication with respect to diversity of learning styles, communication abilities, and cultural differences.
- Ask appropriate and timely questions for guidance from supervisors, specialists, and others.

Critical Thinking and Problem Solving

- Effectively communicate actions and rationale, recognizing diverse perspectives and lived experiences of others.
- Gather information to make decisions and solve problems using sound, inclusive reasoning, and judgment.
- Proactively anticipate needs and prioritize action steps.
- Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.

Digital Literacy

- Identify and use appropriate technology to complete specific tasks, improve efficiency, and productivity of work.
- Navigate change and be open to increasing digital literacy.
- Utilize digital literacy to integrate information to support relevant, effective, and timely decision-making.
- Adapt to new technologies to construct ideas and achieve strategic goals.

Equity and Inclusion

- Solicit and use feedback from multiple perspectives to make inclusive and equity-minded decisions.
- Advocate for inclusive, equitable, and just practices that influence individual and systemic change.
- Learn about one's identities and systemic inequities to personally grow.
- Pursue global, cross-cultural experiences that enhance one's understanding of people from different groups.

Leadership

- Inspire, persuade, and motivate self and others under a shared vision and mutual trust.
- Use innovative thinking to go beyond traditional methods.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Plan, initiate, manage, complete, and evaluate projects.

Teamwork/Collaboration

- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Be accountable for individual and team responsibilities and deliverables.
- Exercise the ability to collaborate, engage in active listening, and be agile to achieve common goals.
- Build strong, positive working relationships with supervisor and team members/coworkers.

Work Ethic

- Act ethically with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Be present and prepared with few errors and demonstrate dependability.
- Prioritize and complete tasks with few (if any) errors to accomplish organizational goals and meet expectations.

