



Integrity	<ul style="list-style-type: none"> • Trustworthy • Honest • Comprehends ethical courses of action, ethical decision-making and social responsibility and encourages such behavior in others • Does not use illegal drugs • Doing the right thing even when no one is looking • Treats all fairly
Motivation	<ul style="list-style-type: none"> • Applies self-motivation and self-direction to learning • Takes personal ownership and demonstrates initiative • Has a positive outlook
Professionalism	<ul style="list-style-type: none"> • Uses appropriate judgement • Demonstrates empathy, respect for others and social maturity and behaviors appropriate to the situation and environment • Organized, punctual, and demonstrates self-management • Maintains appropriate hygiene and attire • Does not use profanity • Does not harass or bully • Uses electronic devices appropriately
Adaptability	<ul style="list-style-type: none"> • Follows employer established policies and business practices including good attendance. • Able to persevere through challenges • Resourceful and able to creatively problem-solve • Takes ownership of problems rather than leave them to someone else
Communication	<ul style="list-style-type: none"> • Clearly, effectively and convincingly expresses ideas and messages both verbally and in writing • Speaks politely • Is a good listener • Expresses thoughts in a way that builds bridges with colleagues, customers and vendors • Uses appropriate nonverbal communication • Follows written/verbal instructions
Teamwork	<ul style="list-style-type: none"> • Creates positive and responsive relationships with peers, colleagues and customers • Uses effective collaboration and cooperation skills to solve problems and handle conflicts professionally • Accepts roles as both leader and team member to get things done • Participates and shares in teams • Appropriately accepts feedback from team

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