<table>
<thead>
<tr>
<th>SKILLS</th>
<th>EXAMPLES OF DEMONSTRATED BEHAVIOR</th>
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| Inclusiveness  | • Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs in reference to areas such as ethnicity, race, gender, creed, and sexual orientation  
                 • Promotes cooperation and a welcoming environment for all  
                 • Works to understand the perspectives brought by all individuals  
                 • Pursues knowledge of diversity and inclusiveness                                                                                                                                 |
| Adaptability   | • Is flexible, open and receptive to new ideas and approaches  
                 • Adapts to changing priorities, situations and demands  
                 • Handles multiple tasks and priorities  
                 • Modifies one's preferred way of doing things                                                                                                                                 |
| Self Development| • Enhances personal knowledge, skills, and abilities  
                 • Anticipates and adapts to technological advances as needed  
                 • Seeks opportunities for continuous learning  
                 • Seeks and acts upon performance feedback                                                                                                                                 |
| Communication  | • Demonstrates the ability to express thoughts clearly, both orally and in writing  
                 • Demonstrates effective listening skills  
                 • Shares knowledge and information  
                 • Asks questions and offers input for positive results                                                                                                                                 |
| Teamwork       | • Builds working relationships to solve problems and achieve common goals  
                 • Demonstrates sensitivity to the needs of others  
                 • Offers assistance, support, and feedback to others  
                 • Works effectively and cooperatively with others                                                                                                                                 |
| Service-Minded | • Is approachable/accessible to others  
                 • Reaches out to be helpful in a timely and responsive manner  
                 • Strives to satisfy one’s external and/or internal customers  
                 • Is diplomatic, courteous, and welcoming                                                                                                                                 |
| Stewardship    | • Demonstrates accountability in all work responsibilities  
                 • Exercises sound and ethical judgment when acting on behalf of the university  
                 • Exercises appropriate confidentiality in all aspects of work  
                 • Shows commitment to work and to consequences of own actions                                                                                                                                 |
| Motivation     | • Shows initiative, anticipates needs and takes actions  
                 • Demonstrates innovation, creativity and informed risk-taking  
                 • Engages in problem-solving; suggests ways to improve performance and be more efficient  
                 • Strives to achieve individual, unit, and university goals                                                                                                                                 |