

What Is Character?

RESPECT

Is friendly and cooperative when asked to take on responsibilities.

Listens to and acknowledges the viewpoints of others.

Treats everyone with respect and dignity to maintain a positive working environment

Models listening and maintains an open mind.

Works to establish a respectful and working relationship with mentor

Accepts constructive criticism and modifies behavior when necessary.

Is courteous and polite to others.

Doesn't use, manipulate, exploit or take advantage of others.

Works well as a team member

CITIZENSHIP

Maintains an active role in school and community activities.

Follows company policies, regulations, and procedures.

Shows initiative by becoming helpful and resourceful. Indicates a positive and enthusiastic work attitude.

Ensures compliance with legal and reporting procedures and regulations.

Accurately reports hours worked according to required procedures.

Takes care of equipment and resources.

Demonstrates a knowledge and interest in ethical, political, economical, and environmental issues that impact the career and the country.

RESPONSIBILITY

Accepts responsibility and is accountable for quality of work.

Perseveres and gets the job done.

Recognizes what needs to be done.

Pays attention to detail.

Dependable in fulfilling commitments.

Takes pride in work.

Takes responsibility and is accountable for his or her own actions and mistakes.

Strives to improve abilities, learns new skills and takes on broader

responsibilities

Asserts own views in a reasonable manner.

TRUSTWORTHINESS

Gives proper notice of absences.

arrives on time.

Works scheduled hours.

Provides honest feedback on progress and problems.

Works well with little supervision.

Keeps confidences and honors a person's right to privacy.

Develops honest, open and ethical in relationships with others.

Stands by his or her commitments.

Earns trust and confidence through honesty and hard work.

Does not steal, misuse or abuse company property or equipment.

FAIRNESS

Uses tact and *fairness* in dealing With others.

Is Flexible in coping with different expectations, situations, *and* diverse leadership styles.

Completes tasks in a timely manner.

Contributes knowledge, ideas, and skills to others.

Contributes to the team or organization in seeking solutions to improvements.

Gives people a reasonable benefit of the doubt

Concentrates on the positive.

Demonstrates sound communication skills in conflict situations by using openness, flexibility, and a win-win attitude.

CARING

Builds positive relationships with others.

Shows kindness and is sensitive to the feelings of others.

Takes time to help others.

Attends to details.

Does quality work

Gives accurate self-evaluation of work performance.

Works harmoniously with others on a daily basis.

Respects the property of others.

Takes the time to talk with people face-to-face about issues.