

## Compassion

- Kind & Understanding
- Doing things with heart
- Spends the extra ten minutes
- Active listener

## Confidential

- Doesn't share any non-cascaded messages
- Doesn't share any business related information with outsiders
- Doesn't participate in inter – departmental idol gossip
- Doesn't share our method of business and processes

## Humble

- Admits mistakes
- Not captivated with title, desk, etc
- Allows others to shine
- Not Egotistical
- Understands – Company is bigger than an individual

## Good Work Ethic

- *Arrives on time for individual scheduled hours*
- *Accountable for responsibilities*
- *Presents with a positive attitude*
- *Focused on getting the job done*
- *Takes initiative*
- *Wanting to be here*
- *Addresses challenges & ideas*
- *Doesn't drop the ball*
- *Responsive/Executes*
- *Respects Authority*
- *Professional – Speak and behave professionally at all times*

## Organized

- Detailed oriented
- Priorities/Time management
- Follows process & doesn't cut corners
- Stays focused
- Maintains supporting documentation (able to present a report on demand)

## Integrity

- Loyal
- Honest
- Keeps his/her word
- Open & Honest even when it works against you
- Accurate

CONFIDENTIAL