

SKIDMORE

C O L L E G E

Skidmore Employee Competencies

Interpersonal Skills are the ability to...

- Be a team player
- Build trust by demonstrating ethical and responsible behavior
- Share information
- Communicate honestly and openly
- Effectively use language, writing, and actions to inform, inspire and influence others

Initiative is the ability to...

- Identify opportunities and take responsibility for needed action
- Set and meet commitments
- Take calculated risks (thoughtful, reasonable)
- Be self-motivating

Analytical Ability is the ability to...

- Demonstrate planning and problem-solving skills
- Be extremely inquisitive and quick-minded
- Effectively combine diverse information, intuition, and common sense when considering alternatives

Change Orientation is the ability to...

- Initiate constructive conflict and change
- Work in a group environment, recognize team dynamics, and influence others in a constructive way
- Challenge the status quo
- Continue to look for better ways to get things done
- React to change in a positive way

High Self-Confidence is the ability to...

- Show an optimistic “Can Do” attitude
- Get input and make decisive and action-oriented decisions
- Demonstrate assurance in dealing with others
- Share credit and recognition
- Accept responsibility for mistakes and learn from mistakes

Integrity is the ability to...

- Act ethically in dealing with others
- Be straight forward and honest
- Act in a manner that is consistent with what is said
- Maintain the confidentiality of sensitive information

Enthusiasm is the ability to...

- Positively motivate and encourage others
- Demonstrate positive commitment in an effort to accomplish goals
- Persevere when faced with obstacles and difficulty

Appreciation of Difference is the ability to...

- Support a welcoming, respectful and inclusive community
- Appreciate other cultures and traditions
- Actively listen and learn from differing perspectives