

Competencies for Job Descriptions and Interviewing

1. **DEPENDABILITY AND RELIABILITY:** Performs all duties and assignments whether or not supervision is present.
2. **COMMUNICATION SKILLS:** Expresses ideas, information and instruction in a positive and effective manner.
3. **TEAMWORK:** Acts as an effective team member with other employees through cooperation and shared work in an effort to get the work done.
4. **INITIATIVE:** Does what needs to be done without supervision or being asked.
5. **JUDGMENT:** Makes reasonable and appropriate decisions.
6. **ADAPTABILITY:** Readily and effectively adjusts to changing ideas and activities.
7. **ORGANIZATION:** Effectively and efficiently organizes work.
8. **ROLE MODELING:** Acts as a good role model for other employees.
9. **QUALITY:** Creates work of high quality and with a minimum of defects.
10. **CREATIVITY:** Shows imagination and innovation in solving problems.
11. **ATTENDANCE:** Reliably reports for work as scheduled, works OT when requested.
12. **SAFETY:** Follows all safety rules and works in a safe manner.
13. **PERSEVERANCE:** Completes tasks ahead of schedule while assisting others to improve their performance. Goes the extra mile to complete projects on schedule. Does not give up on tasks until completed in a quality manner.
14. **COOPERATION:** Works cooperatively with coworkers and supervisor.
15. **PRODUCTIVITY:** Produces an acceptable amount of work, of sufficient quality in an appropriate amount of time.