Transferable Skills

2. Self-Management

Takes responsibility for one's own emotions, thoughts, and values and recognizes their impact on one's own and others' behavior in different situations.

#	Competency	Indicators
2.1	Anticipates change and adapts to new situations.	☐ Remains calm while processing information and problems. ☐ Identifies and uses support systems to alleviate stress. ☐ Adapts and shows flexibility when tasks, procedures, processes, or people change within the workplace.
2.2	Demonstrates responsibility and self-discipline.	☐ Demonstrates promptness and avoids excessive absenteeism. ☐ Does not attend to personal business when on the job. ☐ Accepts responsibility for mistakes and develops plan to reduce future problems. ☐ Takes stock of emotions, thoughts, and values and recognizes the impact on one's behavior. ☐ Follows health and safety rules and procedures.
2.3	Completes work independently and takes initiative.	☐ Sets goals, prioritizes tasks, and completes tasks in a timely manner. ☐ Takes responsibility for professional growth.
2.4	Demonstrates integrity.	☐ Maintains healthy lifestyle (e.g., no substance abuse). ☐ Follows rules, regulations, and instructions. ☐ Shows concern for quality in one's work.
2.5	Demonstrates professionalism.	☐ Maintains appropriate grooming and hygiene. ☐ Dresses appropriately and adheres to established dress codes. ☐ Uses social media responsibly and represents oneself accordingly.
2.6	Demonstrates a growth mindset.	☐ Demonstrates positive self-efficacy and works to build self-confidence to accomplish new and challenging tasks. ☐ Demonstrates a willingness to learn new things and accept new responsibilities. ☐ Accepts constructive criticism and overall supervision and strives to improve.
2.7	Perseveres to accomplish goals.	☐ Perseveres when work is difficult and maintains positive attitude. ☐ Identifies and addresses personal barriers to success at work. ☐ Seeks help and support as needed to accomplish goals.

References

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