

## Personal Qualities Skills

Please check  the 8 most important **competencies** for your organization.  
Then, rank these 8 **competencies** in order of priority.

Check if Required	Personal Qualities Competencies	Skill
	1 Recognizes a situation of right & wrong and acts accordingly.	Integrity
	2 Recognizes the ethical limits of a situation, assertively confronts others that are pushing those limits. Reminds others of proper behavior. Will refer to higher authority if needed.	
	3 Takes whatever steps necessary to minimize impact of private life on work.	Responsibility
	4 Takes responsibility when an unusual situation demands special attention	
	5 Recognizes when more information is needed, willing to ask for help if necessary	
	6 Recognizes quality work, ready to go the extra mile to make sure that the job gets done right.	
	7 Responds by helping out when needed, even if it means giving up some personal time.	
	8 Makes sure the job is done before leaving, does not leave extra work for next shift.	Self Esteem
	9 Stands up for self where appropriate, doesn't get defensive when criticized, accepts and learns from critical feedback.	
	10 Open to new learning experiences, willing to ask for help when needed. Uses work assignments to gain new abilities.	Self-Management
	11 When things get slow, finds something to do rather than wait to be told what to do.	
	12 Recognizes the limits of own ability, communicates those limits as necessary; seeks help when needed.	Sociability
	13 Uses open and honest communications in order to maintain relationships	
	14 Correctly balances business need against interpersonal relations. Takes time to discuss non work-related issues with associates, but only to the extent that this doesn't interfere with work.	