



WORKPLACE PERSONAL MINDSETS

Professional Attitude

- ✓ Brings energy and enthusiasm to the workplace
- ✓ Takes responsibility for his or her actions and does not blame others
- ✓ Stays calm, clearheaded and unflappable under stress
- ✓ Graciously accepts criticism

HIRABILITY REQUIREMENTS:

 Professional Attitude  Team Work Ethic  Core Problem Solving  Time Management

WORKPLACE COLLABORATION

Team Work Ethic



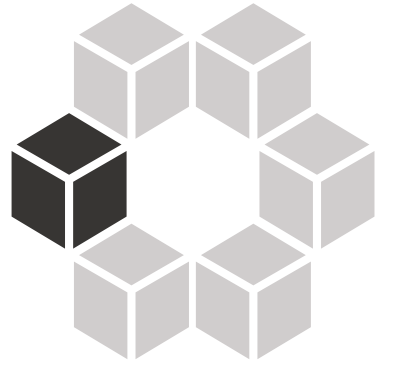
- ✓ Actively looks for additional tasks when own work is done
- ✓ Actively looks for ways to help other people

HIRABILITY REQUIREMENTS:

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WORKPLACE PROBLEM SOLVING

Core Problem Solving



✓ Unpacks problems into manageable parts

✓ Identifies new and more effective ways to solve problems

✓ Generates multiple potential solutions to problems

HIRABILITY REQUIREMENTS:

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WORKPLACE PLANNING FOR SUCCESS



Time Management

- ✓ Manages time and does not procrastinate
- ✓ Arrives on time and is rarely absent without cause
- ✓ Gets work done on time

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