Skills and Traits

A
Accuracy
Achievement
Action oriented
Adaptability to university policy
Administrative skills
Analytical skills
Appearance
Approachability
Attendance

B
Budgeting/fiscal management
Building effective teams

C
Career ambition
Caring about direct reports
Coach-ability, acceptance & use of feedback
Coaching skills
Comfort around higher management
Communication – Interpersonal
Communication – Oral
Communication – Written
Compassion
Competency
Composure
Computer skills
Concentration
Confidentiality
Conflict management
Confronting direct reports
Conscientious
Continuous improvement
Cooperative
Creativity
Critical thinking
Customer focus

D
Dealing with ambiguity
Decision-making
Delegating
Demonstrated Christian commitment
Dependability
Developing direct reports
Directing others
Discretion
Drive for results

E
Empathy
Enthusiasm
Ethics
Evaluation of staff

F
Fairness to direct reports
Flexibility
Following instructions
Follow-up skills

G
Goal orientation

H
Hiring & staffing
Honesty & Integrity
Humor

I
Initiative
Innovation
Interpersonal relations

J
Job knowledge
Judgment

K
Knowledge of work
Knowledge of / compliance with policies

L
Leadership
Learning ability
Listening
Loyalty

M
Management skills
Managing change
Managing diversity
Maturity
Motivating others

N
Need for supervision
Negotiating

O
Openness to change
Organizational skills

P
Patience
Peer/co-worker relationships
Performance under pressure
Perseverance
Perspective
Persuasiveness
Planning
Potential
Presentation skills
Prioritizing
Problem solving
Process management
Productivity
Professionalism

Q
Quality focused
Quality service
Quantity of work

R
Resourcefulness
Responsive

S
Self-development
Self-motivation
Service orientation
Setting high standards
Social skills
Strategic thinking
Stress
Management
Supervisory Skills
Supportiveness

T
Tact & diplomacy
Team skills
Technical skills
Thoroughness
Time management

U
Understanding others
University knowledge

V
Values diversity
Versatility
Vision

W
Work/life balance