

Performance Development Competencies

Expertise

- *Expertise*: Demonstrates the knowledge and skills that are needed to perform the job.
- *Innovation, problem solving, and critical thinking*: Identifies and resolves work problems using innovative and creative ideas with the goal of continuous improvement.
- *Resource Management*: Effectively manages and utilizes the college's time, money, materials, and human resources consistent with the institution's priorities, and the principle of sustainability.

Professionalism

- *Accountability and responsibility*: Follows through on professional commitments (including attendance and punctuality) and takes personal ownership of one's work.
- *Service to constituents*: Identifies and responds to the needs and expectations of internal and external constituents.
- *Professional Development*: Seeks opportunities to expand work-related knowledge, skills, and expertise.

Interpersonal Skills

- *Communication*: Proactively shares information. Effectively communicates both verbally and in writing. Demonstrates effective listening skills. Handles confidential information appropriately.
- *Collaboration*: Works effectively as part of a team. Solicits input and assistance from others. Makes time to help colleagues. Exhibits courtesy and respect.
- *Affirming and Enabling Diversity*: Contributes to creating an environment where we all can live, learn, and thrive. Acknowledges and values the unique differences that make us who we are. Provides service in a way that demonstrates sensitivity and responsiveness to the unique identities of all members of the Williams community.
- *Developing Others*: Guides and supports the professional development of others through coaching, training, and mentorship.