



Skills for Success

Cornell Skills for Success



INTEGRITY	INCLUSION	VISION	COMMUNICATION	INITIATIVE	JUDGMENT	GROWTH
Interact With Integrity	Contribute Positively To An Inclusive Environment	Support The Organization's Shared Vision And Mission	Communicate Clearly And Consistently	Act And Take Initiative	Display Sound Judgment In Problem Solving	Proactively Seek Growth Opportunities
<ul style="list-style-type: none"> ▶ Staff foster a workplace in which people are respected and engaged. ▶ Leaders support and model integrity. 	<ul style="list-style-type: none"> ▶ Staff act to help others feel like they belong. ▶ Leaders promote a culture of belonging. 	<ul style="list-style-type: none"> ▶ Staff are trusted to move university and team goals forward. ▶ Leaders inspire and articulate connection of the team's goals to the university mission. 	<ul style="list-style-type: none"> ▶ Staff advance a workplace where people are informed and heard. ▶ Leaders facilitate communications between staff, colleagues, and leadership. 	<ul style="list-style-type: none"> ▶ Staff take ownership of their work and results. ▶ Leaders empower staff with the support to take initiative. 	<ul style="list-style-type: none"> ▶ Staff find solutions to deliver results. ▶ Leaders use sound judgment to balance innovation with results. 	<ul style="list-style-type: none"> ▶ Staff are committed to continuous development. ▶ Leaders coach staff in their professional growth.



Working@Cornell
hr.cornell.edu/skillsforsuccess

As a member of the Cornell Community I . . .

Interact with integrity

So people are respected and engaged.

- Be honest and trustworthy, demonstrate high standards of personal conduct.
- Have a positive attitude.
- Involve others as appropriate when outcomes impact their work.
- Be diplomatic in your interactions with customers and stakeholders.
- Admit your mistakes and learn from them.
- Acknowledge the support and contributions of others.

Contribute positively to an inclusive environment

So people feel like they belong.

- Communicate across difference to create a collaborative, collegial, and caring community.
- Be cooperative, open and welcoming to all.

- Show respect, compassion and empathy for others, even in difficult situations.
- Engage and support others regardless of background or perspective.
- Speak up when others are being excluded or treated inappropriately.
- Actively support work-life integration.

Support the organization's shared vision and mission

I am trusted to move university and team goals forward.

- Show commitment to unit and university goals in delivering results.
- Anticipate, embrace, promote and implement change.
- Balance short-term gains with long-term vision.
- Be open and receptive to new information, ideas and approaches.
- Be adaptable, modify your preferred way of doing things when it benefits the whole.
- Support ideas, solutions and changes to processes to ensure high quality outcomes.

Communicate clearly and consistently

So people are informed and heard.

- Seek to understand and then to be understood.
- Demonstrate active listening skills.
- Express thoughts clearly, both verbally and in writing.
- Share knowledge and information.
- Give, receive and act upon helpful and timely feedback.

Act and take initiative

I take ownership of my work and results.

- Adopt a culture of sustainability and efficiency.
- Strive to develop and implement best practices.
- Take responsible risks to innovate seeking advancements in products, processes, services, technologies or ideas.
- Identify opportunities in challenges and show initiative.
- Reach out in a timely and responsive manner to resolve problems and conflicts.
- Anticipate and adapt to changing priorities and additional demands.

Display sound judgment in problem solving

People seek me out to find solutions to deliver results.

- Exercise sound judgment to make decisions and meet deliverables.
- Assess environmental, economic, compliance and social impacts in decision-making.
- Demonstrate innovative, creative and informed risk taking.
- Apply analytical thinking, data and metrics to synthesize complex information.
- Anticipate obstacles and generate alternatives.
- Negotiate to find and orchestrate win-win solutions.

Proactively seek self-development and coaching opportunities

People see my commitment and passion to continuously develop.

- Be self-aware.
- Work to continuously learn and improve.
- Take measures to ensure personal well-being and balance.
- Seek and act upon performance feedback.
- Apply learning to evolving assignments.
- ~~Actively manage your career.~~
- Encourage others to develop themselves.