CORE COMPTENCY GUIDELINES

#	*CORE COMPETENCY*	*OPERATIONALIZED COMPETENCY* ***What does this look like on the job?***	*CORE COMPETENCY EXAMPLES*
1.	**ALERTNESS**	Able to be attentive to all Aspect of the environment while working; to monitor environment during routine activity.	• Reacting quickly because of a change in the physical environment. • Showing preparation, anticipation and alertness, using a strategy to stay vigilant for problems thus avoiding making significant mistakes. • Showing commitment to monitoring and understanding equipment, and understanding equipment, and use a strategy to maintain/enhance alertness, particularly in dealing with routine work.
2.	**ANALTYICAL PROBLEM SOLVING**	Able to use a systematic approach in solving problems through analysis of problem and evaluation of alternate solutions; use logic, mathematics or other problem solving tools in data analysis or in generating solutions.	• Probing problems and issues to determine their root causes. • Showing ability to use mathematical knowledge or research techniques to solve a problem defining several solutions to a single problem. • Accurately analyzing data to arrive at the correct business decision. • Going beyond readily available information or date to better understand the situation. • Seeking ideas and information from people who have relevant experience or expertise. • Thoroughly considering the risks and benefits of different options when evaluating decision. • Making informed decisions on which analytical technique to use to define problems or desirable solutions. • Skilled in the analysis of technical reports or information • Anticipating potential problems or obstacles and developing contingency plans to address them.
3.	**ASSERTIVENESS**	Able to maturely express one's feelings and opinions in spite of disagreement; accurately communicate to others regardless of their status or position.	• Giving firm, clear direction with concern for another's feelings. • Communicating with clarity and directness without evidence of negative feelings, such as aggression or withdrawal. • Ability to assert oneself, when communicating something difficult or unpleasant to say to one's manager; able to sell an idea to a superior. • Successful in challenging others' ideas.