

Berea College Workplace Expectations

I. Exhibit Enthusiasm for Learning

Striving to learn and to grow both intellectually and personally so everyone is a learner and everyone is a mentor.

Sample Indicators:

- ✓ Learns new things in various ways, both formal and informal, that assist in professional and personal growth.
- ✓ Demonstrates and applies newly learned skills and abilities.
- ✓ Shares knowledge in useful ways with co-workers.
- ✓ Contributes to a workplace environment that encourages continuous learning.

II. Act with Integrity and Caring

Exhibiting honesty, trustworthiness, and compassion in one's work and relationships.

Sample Indicators:

- ✓ Does what the person said he or she would do and demonstrates an ability to say no when it is appropriate to do so.
- ✓ Actions match words.
- ✓ Exhibits trust and can be trusted by others.
- ✓ Shows concern for others.

III. Value all People

Working to create an inclusive and respectful workplace that models the Great Commitments and seeks to find the best in all people.

Sample Indicators:

- ✓ Appreciates and works well with those different from oneself.
- ✓ Strives to create a workplace and campus where everyone feels welcome.
- ✓ Respects other's opinions and considers all viewpoints even when there are disagreements.
- ✓ Expresses concern for getting work completed and balances that concern with the goals and feelings of others.

IV. Work as a Team

Developing collaborative and team oriented abilities that will create a community of mutual respect, common vision, and shared accomplishments.

Sample Indicators:

- ✓ Encourages collaboration while assisting in the development of independent thinking.
- ✓ Actively listens to understand the views of others.
- ✓ Respects and considers the views of others.
- ✓ Recognizes and builds on all team member's strengths.
- ✓ Assists team members in achieving goals that support the mission of the College.

V. Serve Others

Nurturing a climate of excellence in service that is responsive to others' needs.

Sample Indicators:

- ✓ Identifies who is served by one's work, anticipates their needs, and delivers services in a professional manner to meet and exceed those needs.
- ✓ Seeks input from others, including those served, in order to improve the work and its processes.

VI. Encourage Plain and Sustainable Living

Promoting a sustainable way of life through policies, procedures and practices in the workplace.

Sample Indicators:

- ✓ Demonstrates responsible stewardship of all resources.
- ✓ Encourages processes that sustain the environment.
- ✓ Considers both natural and technological alternatives.

VII. Celebrate Work Well Done

Striving for excellence in all aspects of work and celebrating individual and collective accomplishments.

Sample Indicators:

- ✓ Looks for and implements better ways of working.
- ✓ Takes pride in work well done.
- ✓ Shares credit for accomplishments with the entire team.
- ✓ Acknowledges and expresses appreciation to co-workers for work well done.