

**Flexibility and Adaptability** – Synthesizes and integrates ideas; brainstorms to produce new ideas or results; able to adjust or change to best meet the needs of the situation or environment.

Level	Demonstrated Behavior	Associated Skills	Example
<b>Level I</b> <i>Basic Experience</i>	Able to shift focus quickly and react positively to change to get the job done.	Accountable Collaboration Team Focused	Dylan adjusted positively to the new routine in the Buck Fitness Center, despite it being the third change in his job this year.
<b>Level II</b> <i>Practical Application</i>	Work independently and be able to adapt and adjust course on short notice.	Accountable Collaboration Innovative Team Focused	The beginning of the semester meant an increase of requests coming to the office and the team was still getting used to the new software system. Bryant handled the multiple requests and responded with a positive attitude despite the challenge of the software. His willingness to learn a new program on the fly was a welcome attribute within the department.
<b>Level III</b> <i>Advanced Application</i>	Makes suggestions for increasing the effectiveness of a process. Able to maintain focus on the goal when the situation changes. Shows willingness to learn new methods and approaches to subject.	Accountable Collaboration Team Focused Innovative Inclusive	The new safety regulations required changes in nearly all the projects that the department was undertaking. Heather quickly took action to mentor all assistants to adopt the new standards. She continued to follow up with the student assistants to ensure procedures were being adhered to the following week.
<b>Level IV</b> <i>Subject Area Expertise and Application</i>	Takes the initiative to suggest and implement changes to create a more effective process. Able to maintain focus on the goal when situation/priorities change. Demonstrates a willingness to explore new methods and approaches to solve a problem and possibly change own behavior style to accomplish objectives.	Accountable Collaboration Team focused Innovative Inclusive Leadership Change Management	Henry just started his job as a Teaching Assistant in Economics and within the first week he had a steady stream of students in need of help. Unfortunately, Henry's scheduled office hours conflicted with another class many students attended. He took the initiative to poll the students on identifying better times for office hours and consulted with his professor before changing the schedule. Henry modified his schedule to meet the needs of all the students in that class.
<b>Level V</b> <i>Mastery and Extensive Application</i>	Changes behavioral style or method of approach when necessary to achieve a goal; adjusts style as appropriate to the needs of the situation. Responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives.	Accountable Collaboration Team focused Innovative Inclusive Leadership Change Management	Robin worked all semester gathering the necessary data for the year-end report to be presented at the May trustee meeting. Data was sourced from several different surveys and compiled into a clear report for her supervisor to present. The week before the meeting, Robin's supervisor notified her of a new data point that needed to be incorporated into the report. Robin utilized her strong relationships on campus to quickly gather the new information, altered the formatting of the document and incorporated the necessary information while meeting the original deadline.