

**Professionalism & Work Ethic** - Demonstrates personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understands the impact of non-verbal communication on professional work image.

Level	Demonstrated Behavior	Associated Skills	Example
<b>Level I</b> <i>Basic Experience</i>	Demonstrates personal accountability and effective work habits. Attentive on the job with good focus.	Accountability Credibility and Integrity Commitment Trustworthiness	Chase can always be counted on by the coach to arrive at the field on time and prepared to do his job as line-judge.
<b>Level II</b> <i>Practical Application</i>	Demonstrates personal accountability and effective work habits, e.g., punctuality, working productively with others, and manages time and workload.	Accountability Commitment Credibility and Integrity Trustworthiness	Spencer was able to balance his workload and effectively conduct his weekly dorm meetings as an Eco-Rep while creating new and innovative projects to support sustainability within his dorm.
<b>Level III</b> <i>Advanced Application</i>	Demonstrates personal accountability and effective work habits. Follows through with tasks and adheres to the standards set by department.	Accountability Commitment Credibility and Integrity Initiative Trustworthiness	Tracy demonstrates her commitment to her job in the Chemistry Lab by following strict safety procedures, working independently and productively with other students in the lab.
<b>Level IV</b> <i>Subject Area Expertise and Application</i>	Demonstrates personal accountability and effective work habits. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger institution in mind. Contributes to the job in a constructive manner and adheres to ethical standards.	Accountability Commitment Credibility and Integrity Interpersonal Skills Initiative Trustworthiness	Aidan is an excellent role model for other student employees. He takes pride in his work. His self-confidence, discipline and commitment to the work sets a high standard for the other students. He is always willing to guide other students and mentors them on projects. The quality of Aidan's work is a positive reflection on the department's reputation.
<b>Level V</b> <i>Mastery and Extensive Application</i>	Demonstrates personal accountability and effective work habits. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger institution in mind. Makes contributions in a constructive manner and adheres to ethical standards. Projects a professional presence.	Accountability Commitment Credibility and Integrity Interpersonal Skills Initiative Trustworthiness	Alicia understands in her job as Head Tour Guide makes her an emissary for Bowdoin. She takes it upon herself to keep abreast of updates in the college and communicates frequently with other tour guides to be sure they have the correct information to relay to parents and prospective students. She is willing to jump in last minute to support the department when there is an urgent need.