



Career Ready Practice

9. Model Integrity, Ethical Leadership, and Effective Management

**Points
Given**

Career-ready individuals consistently act in ways that align to personal and community-held ideals and principles while employing strategies to positively influence others in the workplace. They have a clear understanding of integrity and act on this understanding in every decision. They use a variety of means to positively impact the direction and actions of a team or organization, and they apply insights into human behavior to change others' actions, attitudes and/or beliefs. They recognize the near-term and long-term effects that management's actions and attitudes can have on productivity, morale and organizational culture.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	
Manage the flow of information from a wide variety of sources.	Is able to apply large amounts of quality information from a variety of sources to make decisions and/or conclusions.	Is able to collect and apply large amounts of quality information from a variety of sources.	Accesses only one or two sources of information with some application.	Is not able to apply quality information.	Managing information	
Collaborate and cooperate effectively with teams.	Consistently listens to others and their ideas; helping them to develop their ideas while giving them full credit; helping the team reach its full potential.	Listens to other points of view; always uses appropriate and respectful language; tries to make a definite effort to understand others' ideas.	Sometimes listens to others, and often assumes others' ideas will not work; tries to work well with the team.	Is argumentative with others; does not listen to group's opinions and ideas; wants things done their way and does not listen to alternate approaches.	Managing respectfully through listening	
Use interpersonal and problem-solving skills to influence and guide others toward a goal.	Effectively communicates and motivates others to solve group problems while accomplishing a goal.	Effectively communicates and motivates others to work toward a goal.	Attempts to work with others to reach a goal, but fails to communicate effectively to solve a problem or motivate others.	Shows no sign of interest in achieving a goal.	Managing through communication	



Leverage the strengths of others to accomplish a common goal.	Consistently encourages and motivates others to use their strengths to contribute to and achieve a common goal.	Encourages others to use their strengths to contribute to and achieve a common goal.	Shows limited encouragement to others in achieving a common goal.	Is negative towards others in achieving a common goal.	Managing through insight	
Inspire others to reach their very best via example and selflessness.	Sets aside personal needs and inspires others to perform to their best abilities no matter the obstacles or considering their own success.	Provides inspiration by demonstrating to others to perform at their best abilities no matter the obstacles before them.	Sometimes inspires others to perform at their best abilities but sometimes allows selfish needs to take precedent.	Fails to inspire others.	Managing through inspiration	
Demonstrate integrity and ethical behavior in using influence and power.	When in a position of power, behaves ethically and with integrity to motivate others to work to their full potential.	Does not abuse their leadership position to benefit themselves by being ethical and demonstrating integrity.	At times puts personal needs first and does not apply ethics and integrity to their decisions or actions.	When in position of power, shows no signs of integrity or ethical behavior.	Managing with integrity	

Total Points Given: _____ / 6 = **Score.**