

Organizational Success

Be Proficient

Understand Pepperdine's mission, vision, goals, and policies and find ways to align your work with them.

Be Prudent

Interpret, articulate, and apply the policy well. Take care of the resources that the University has entrusted to you - money, supplies, equipment, information, and your time.

Notes:

Action:

Departmental Success

Be Polite

Be aware of your office culture and of what you and others are communicating. Go above and beyond to serve those around you.

Be Professional

Dress appropriately, keep a tidy workspace, be email savvy, and maintain professional boundaries with students and colleagues.

Be a Peacemaker

Use conflict as an opportunity to grow by choosing to deal with it in a positive, proactive way. Avoid gossip or negativity towards your colleagues.

Notes:

Action:

Supervisor Success

Be Prompt

Be on time both with your presence and your tasks. Create reasonable deadlines, break large tasks into smaller chunks, and determine priorities with your supervisor.

Be Prepared

Anticipate questions and always be three steps ahead. Be prepared with materials, questions, ideas, and opinions.

Be Positive

Cultivate a can-do attitude and be an encouraging presence.

Notes:

Action:

Personal Success

Be Physically Healthy

Take care of yourself by taking breaks, exercising, eating well, and getting enough sleep.

Be Proactive

Actively seek out ways to further your career and avoid a victim mentality. This could be by reading books, taking classes, becoming part of a professional association, building relationships across the University, or finding a mentor.

Be Priceless

Identify the unique gifts and skills you possess. Be authentically you.

Notes:

Action:
