



8 Qualities of Overseas Employees*

Overseas employees will demonstrate the following characteristics **essential** for being a **successful** member of the United States Embassy, Consulate, or Mission team:

- **Composure and Integrity.** To stay calm, poised, and effective in stressful or difficult situations; to be fair and honest.
- **Cultural Adaptability.** To work and communicate effectively and respectfully with others who are different (i.e. different gender, race, culture, sexual orientation, or religion); to recognize and respect differences.
- **Change and Initiative.** To accept change in the workplace; to accept work assignments and persist in their completion to a high standard.
- **Experience and Motivation.** To demonstrate knowledge and skills gained from previous experience; to express motivation for joining the United States Embassy, Consulate, or Mission.
- **Information Integration and Resourcefulness.** To absorb local and United States Government rules and regulation and apply them to work situations; to resolve problems using available resources and within the rules/regulations provided.
- **Tactfulness.** To speak and write respectfully as a representative of the United States Embassy, Consulate, or Mission.
- **Planning and Organizing.** To prioritize and order tasks effectively to maximize efficiency.
- **Working With Others.** To interact in a cooperative and harmonious way; to work effectively as a team player; to establish positive relationships.

*Based on the 13 Dimensions - Foreign Service Officer Qualifications; adapted for Overseas Employees.