

## Personal attributes

*An individual's personal attributes, that is, values, attitudes and personal traits, also impact on performance in the workplace. Like generic competencies, personal competencies are not specific to a particular discipline or profession and may not be as critical as professional competencies, but nevertheless they are still necessary to form a blend of **discipline-specific**, **generic** and **personal competencies** required for LIS professionals to effectively and efficiently practise in a rapidly evolving, technology-driven academic library environment.*

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### **Ability to work independently**

- Demonstrate ability to work without supervision
- Engage in self-monitoring and self-correcting
- Know what you need to do
- Exercise initiative rather than wait to be told what to do
- Work to the best of your ability and until the task is completed, without the need to be prompted
- Work at a pace that you can sustain
- Take ownership of your mistakes rather than making excuses or blaming others.

### **Ability to pay attention to detail**

- Demonstrate ability to achieve thoroughness and accuracy when accomplishing tasks by paying attention to all areas involved.

### **Ability to work under pressure**

- Demonstrate ability to respond well when put under pressure in a work situation e.g. when urgent or unexpected matters that require your attention arise and place you under physical or mental stress.

### **Initiative**

- Demonstrate ability to assess a situation and initiate action independently, that is, to take charge before others intervene
- Demonstrate a willingness to take responsibility to get things done.

## **General knowledge**

- Exhibit good general knowledge, that is, knowledge on a variety of subjects accumulated gradually from reading and exposure to other media rather than from formal study – general knowledge is commonly associated with general intelligence and well-rounded education in an individual and is a useful workplace attribute
- Develop general knowledge as it helps one to grow personally and academically, and assists in analysing situations better and in keeping abreast of new trends, knowledge and technologies for application in the workplace.

## **Responsibility**

- Demonstrate capacity to be reliable or dependable to carry out work that can be accounted for
- Demonstrate good judgement and the ability to act appropriately and make decisions as required.

## **Adaptability**

- Demonstrate ability to adjust to changing situations and to accept new challenges and priorities.

## **Innovative ability**

- Demonstrate ability to come up with new ideas about how something can be done and which represents a more effective approach or a better solution to an existing work situation.

## **Dedication/Commitment**

- Demonstrate capacity to be committed to a task, purpose, cause or goal.

## **Intellectual curiosity**

- Demonstrate a passion or desire to invest time and effort to learn more about matters/things of interest
- Intellectually curious individuals
  - Challenge traditional modes of thought
  - Ask relevant questions and engage actively with issues
  - Are outcomes-driven
  - Promote open discourse
  - View matters holistically.

## **Passion for technology**

- Demonstrate your passion for technology by applying technological knowledge on a day-to-day basis, for example,

- Bring technology into your own life, into that of others and into the workplace
- Use technology to resolve practical problems
- Be curious and open-minded about emerging technologies
- Connect with the world via technology
- Have an online presence to increase your visibility in the digital world.

## **Diligence**

- Demonstrate persistent and earnest effort together with detailed attention in the completion of a task that has been undertaken.

## **Emotional intelligence**

- Demonstrate capacity to be aware that emotions influence your behaviour and impact others, either positively or negatively
- Manage your emotions in interpersonal engagement with colleagues and others with judiciousness and empathy.

## **Pro-active capacity**

- Demonstrate capacity to take action to effect change rather than reacting to change when it happens.

## **Personal credibility**

- Demonstrate the personal quality or attribute of being believable or worthy of trust.

## **Ethical approach to all issues**

- Conduct duties in compliance with the relevant professional code of ethics e.g. ethics codes relating to access to and use of information, for example, issues of privacy, confidentiality, etc.
- Exhibit honesty and integrity during organisational activities in observance of ethics, that is, moral principles that distinguish between right and wrong in human action.

## **Sound judgement**

- Demonstrate capacity to assess situations and draw conclusions which are not influenced by personal prejudice and emotions.

## **Personal drive/Motivation**

- Also known as self-motivation, this personal attribute refers to an individual's personal desire to achieve certain goals in life.

