FOREIGN SERVICE OFFICER ATTRIBUTES

What qualities do we seek in a Foreign Service Officer (FSO) candidate? The successful candidate will demonstrate the following dimensions that reflect the skills, abilities, and personal qualities deemed essential to the work of the Foreign Service at the United States Department of State.

1. OBJECTIVITY/INTEGRITY
   - To be fair and honest; to avoid deceit, favoritism, and discrimination; to present issues frankly and fully, without injecting subjective bias; to work without letting personal bias prejudice actions.

2. ORAL COMMUNICATION
   - By speaking fluently in a concise, grammatically correct, organized, precise, and persuasive manner; to convey nuances of meaning accurately; to use appropriate styles of communication to fit the audience and purpose.

3. PLANNING & ORGANIZING
   - To prioritize and order tasks effectively, to employ a systematic approach to achieving objectives, to make appropriate use of limited resources.

4. CULTURAL ADAPTABILITY
   - To work and communicate effectively and harmoniously with persons of different cultures, value systems, political beliefs, and economic circumstances; to recognize and respect differences in social and cultural environments.

5. INFORMATION INTEGRATION & ANALYSIS
   - By absorbing and retaining complex information drawn from a variety of sources; to draw reasoned conclusions from analysis and synthesis of available information; to evaluate the importance, reliability, and usefulness of information; to remember details of a meeting or event without the benefit of notes.

6. INITIATIVE & LEADERSHIP
   - To recognize and assume responsibility for work that needs to be done; to persist in the completion of a task; to influence significantly a group's activity, direction, or opinion; to motivate others to participate in the activity one is leading.

7. JUDGMENT
   - To discern what is appropriate, practical, and realistic in a given situation; to weigh relative merits of competing demands.

8. EXPERIENCE & MOTIVATION
   - To demonstrate knowledge, skills or other attributes gained from previous experience relevant to the Foreign Service; to articulate appropriate motivation for joining the Foreign Service.

9. RESOURCES & WORKING WITH OTHERS
   - To formulate creative alternatives or solutions to resolve problems; to show flexibility in response to unanticipated circumstances.

10. ORAL COMMUNICATION
    - By thinking on one's feet, adjusting quickly to changing situations; to stay calm, poised, and effective in stressful or difficult situations; to maintain self-control.

11. WRITTEN COMMUNICATION
    - To write concise, well organized, grammatically correct, effective and persuasive English in a limited amount of time.

12. QUANTITATIVE ANALYSIS
    - To identify, compile, analyze, and draw correct conclusions from pertinent data; to recognize patterns or trends in numerical data; to perform simple mathematical operations.

13. COMPOSURE
    - To handle professional and personal matters in a calm and poised manner; to remain self-controlled, effective and persuasive in stressful situations.