FOREIGN SERVICE OFFICER AND SPECIALIST ATTRIBUTES

What qualities do we seek in Foreign Service candidates? Successful candidates will demonstrate the following dimensions that reflect the skills, aptitudes, and personal qualities deemed essential to the work of the Foreign Service at the United States Department of State.

CRITICAL THINKING
To discern what is appropriate, practical, and realistic in a given situation; to weigh evidence and analyses of competing demands; to render judgment; to consider multiple points of view; to provide well-reasoned recommendations; to formulate creative alternatives or solutions to resolve problems; to show flexible and innovative thinking; toaml; toaml.

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

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

INFORMATION INTEGRATION & ANALYSIS
To evaluate the importance, reliability, and usefulness of information; to distill relevant facts from available information; to analyze and evaluate complex information drawn from a variety of sources; to synthesize and analyze available information; to recognize patterns or trends and draw meaningful conclusions from data.

OBJECTIVITY/INTEGRITY
To be fair and honest to all employees and keep an open mind; to present issues frankly; to analyze facts and data effectively, without interjecting bias; to be consistent in words and actions; to be dependable.

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

TEAMWORK
To interact in a constructive, cooperative, and harmonious manner toward a common goal; to work effectively as a team player; to establish productive working relationships and gain the confidence of others; to take initiative as appropriate.

WRITTEN COMMUNICATION
To write concisely yet comprehensively; to use clear arguments and facts; to use correct grammar and syntax; to use appropriate vocabulary to promote understanding.

NEGOTIATION
To recognize divergent and overlapping interests; to recognize advantages and disadvantages of agreements and available options; to advocate, influence and/or persuade others using information, facts, and reasoning rather than emotions; to resolve disagreements; to maintain or develop mutually beneficial working relationships with counterparts in the process.

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

OBJECTIVITY/INTEGRITY
To be fair and honest to all employees and keep an open mind; to present issues frankly; to analyze facts and data effectively, without interjecting bias; to be consistent in words and actions; to be dependable.

PRESENTATION SKILLS
To present clearly and coherently, correctly, organized, and precise manner; to think on one's feet; to adjust quickly to changing situations; to convey key elements and nuances of meaning accurately; to respond to questions from others effectively; to use appropriate styles of communication to fit the audience and purpose.

TEAMWORK
To interact in a constructive, cooperative, and harmonious manner toward a common goal; to work effectively as a team player; to establish productive working relationships and gain the confidence of others; to take initiative as appropriate.

WRITTEN COMMUNICATION
To write concisely yet comprehensively; to use clear arguments and facts; to use correct grammar and syntax; to use appropriate vocabulary to promote understanding.