

THE THREE TRAITS OF A UNANET EMPLOYEE

Responsiveness

- Respond to telephone calls/emails within the same business day
- Take responsibility for tasks: acknowledge by repeating in your words what the task is and when you estimate to complete the task; advise the progress along the way depending on urgency and length; and advise upon completion of the task and ensure it is what the requestor wanted

Attention to Detail

- Check and review your work as if you had not seen it before
- Ask other people to check and review your work
- Ensure accuracy of numbers
- Double or triple check all reports, proposals and financials

Commitment

- Complete the job
- Make it happen
- Find solutions when problems occur

