

KEY PROFESSIONAL COMPETENCY: PROFESSIONALISM AND ETHICS

Professionalism and Ethics in the Workplace:
An understanding of and the ability to meet the work world's behavioral expectations.

A vital part of being a successful employee is demonstrating the following behaviors, which are very likely to be expected at your workplace. If you wish to keep your job once you have it, you will need to have mastered them.

TIPS FOR BUILDING YOUR PROFESSIONALISM AND ETHICS:

- Ask your employers for feedback about these traits and how well you exhibit them. Internship supervisors, volunteer coordinators, student worker supervisors, team leaders and faculty members can all give you insight into these factors.
- Bring the list below to work with you to remind yourself of the behaviors that employers expect you to exhibit.
- Practice these skills in class projects, clubs, email messages, on the job, and when volunteering.

WHAT YOU ARE ULTIMATELY AIMING FOR:

- **Enthusiasm:** You demonstrate enthusiasm by looking for ways to contribute to the overall goal of the office through your tasks, putting thought, energy, and interest into your work.
- **Punctuality/dependability:** You arrive punctually every day, stay on task, and complete work as promised and on time.
- **Ethics:** You behave with integrity at all times, and you follow ethical guidelines given by your employer. As a part of this, you avoid taking office supplies, making personal copies, etc., without paying for them.
- **Courtesy:** You show respect to co-workers, supervisors, and clients or customers. You avoid using profanity.
- **Appropriate grooming:** You avoid allowing your appearance to distract from your work quality. You wear clothes that fit in with the environment, are attentive to personal hygiene, and avoid wearing scents.
- **Initiative:** When appropriate, you suggest ways to improve the process by making it more efficient or effective and offer ways that you can use your skills to support the mission of the office.
- **Time management:** You work at a steady pace, completing your work in a timely manner.
- **Learning:** You learn quickly, ask questions as needed rather than later having to undo your previous efforts, and find the level of questioning vs. independence your supervisor prefers.
- **Leaving personal matters at home:** You avoid spending work time doing personal business, including texting, taking personal phone calls, answering personal email messages, or doing personal web searches. You keep your cell phone off or on silent to avoid being disruptive, and you never look at it during meetings with others.
- **Breaks:** You limit your breaks to those approved by your employer.
- **Meetings:** You learn what is expected of you when attending meetings and arrive prepared.
- **Social media:** You avoid criticizing a current or former employer through social media sites and show good judgment in your photographs and posts.

TIMEFRAME: Ongoing. Start now.