

Professionalism

All work environments differ greatly. Work to understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Sample behaviors

- Be present and be prepared.
- Consistently meet or exceed goals and expectations.
- Prioritize and complete tasks to accomplish organizational goals.
- Have an attention to detail, resulting in few if any errors in their work.
- Show a high level of dedication toward doing a good job.

Assess your professionalism

When I am at work or in class, I am present and prepared. I am not thinking of other things.

Very confident

Somewhat confident

Not confident yet

I can prioritize tasks to complete my assignments and meet deadlines.

Very confident

Somewhat confident

Not confident yet

I pay attention to detail and proof read all documents and messages that I send.

Very confident

Somewhat confident

Not confident yet

Very confident

You are able to prioritize and meet deadlines consistently. You arrive to all meetings present and prepared and pay attention to your work.

Somewhat confident

Great start! When you are in meetings and classes, be sure to meet deadlines and prepare accordingly. Start by adding due dates to your phone or calendar.

Not confident yet

Prepare for your classes and meetings in advance. Determine what is high priority and what tasks can wait. Proof read all documents and messages that you send.

Continue improving as a professional

- Hold yourself accountable. Meet deadlines and due dates, and prioritize your work.
- Pay attention to the messages and documents that you submit and ensure that your work is free of errors.
- Demonstrate that you are a professional by preparing in advance, achieving goals, and focusing on your work when you are at work.

How can you demonstrate that you are a professional?