

professionalism

conducting oneself with responsibility, integrity, accountability, and excellence



Professionalism is a set of characteristics that displays your ability to be a hardworking, dependable and respectful individual in work settings. Developing and maintaining professional behavior is essential to your success in the workplace. The way you conduct yourself, relate to others and approach tasks all factor into your degree of professionalism.

This includes dressing appropriately, treating others with respect and maintaining a positive attitude. Let's discuss the main characteristics of professionalism and how to demonstrate that you have them.

Why is professionalism important? Employers *expect* both candidates and hired employees to demonstrate professionalism when interacting with others. Those who display personal professionalism are usually rewarded with better opportunities, such as career advancement and increased compensation.

Here are 3 actionable tips you can use to be more professional in the workplace:

Be reliable Reliability is crucial to workplace success. Departments are more efficient and effective when co-workers can rely on one another to do their part. When you and your teammates trust each other to meet deadlines, produce quality work and respond promptly to requests, it's easier to meet organizational goals and overcome challenges.

- Responding to issues in a consistent manner
- Following processes and procedures
- Giving full attention to the task at hand
- Always following up on requests or questions
- Arriving on time or early for work, meetings and events
- Producing a consistent quality of work

Demonstrate humility Another essential aspect of professionalism is humility. Those who exhibit humility are confident without being arrogant and recognize the value others bring to the team. Humility helps people cooperate and work together as a team without one individual considering themselves more important than others.

- Acknowledging your mistakes
- Asking for assistance when necessary
- Accepting constructive criticism
- Asking for and following advice from more experienced or knowledgeable professionals
- Doing what it takes to meet team goals even if it involves tasks below your level of expertise
- Encouraging others to share their thoughts, ideas and constructive criticism

Demonstrate etiquette Etiquette is an unwritten code of conduct or the “proper” or “right” way to act in *workplace* situations. Using proper etiquette often means demonstrating good manners, being polite and treating others with courtesy and respect. This is true whether you're being interviewed for a job or seeking career advancement. While business etiquette can vary between employers and industries, it's always better to be more formal than not formal enough.

- Dressing appropriately
- Using professional language and full sentences in written communications
- Putting your phone away during meetings and in face-to-face conversations
- Greeting others by name
- Making eye contact when speaking to others
- Keeping conversations focused on work and avoiding personal topics