

# professionalism

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

## QUESTIONS TO ASK YOURSELF ABOUT YOUR PROFESSIONALISM COMPETENCY

- What does professionalism mean to me? What am I doing to practice and demonstrate this?
- How can I develop habits that lead to efficient and effective work on the job and in my community?
- How do I handle setbacks and failure? How do I continue moving forward when I encounter obstacles?
- What are ways I use to motivate myself? How do I encourage myself to take initiative and be driven to accomplish something?
- How do I achieve balance in my life? Have I learned how to handle stress especially when I am juggling too many things at the same time?

## WAYS TO DEVELOP YOUR PROFESSIONALISM COMPETENCY

### USE HATTERJOBS TO GET EXPERIENCE

\_\_\_ Gain professional experience through on-campus student employment and off-campus jobs and internships

### ENGAGE IN YOUR COMMUNITY

\_\_\_ Become an engaged citizen through participating in and giving back to your local, national, or global community through Stetson's Center for Community Engagement

### RESUME

\_\_\_ Attend resume workshop

\_\_\_ Use resume template from CaPD website to create resume

\_\_\_ Upload resume draft to HatterJobs for review by CaPD career advisor

### BECOME PRODUCTIVE

\_\_\_ Learn and apply professional time management, reading, and note taking skills through Stetson's Academic Success Center

### STRIVE FOR INTEGRITY

\_\_\_ Participate on the Stetson Honor Council

\_\_\_ Sign and adhere to the Stetson Honor Code

\_\_\_ Become a member of the Student Conduct Board

### INTERVIEWING

\_\_\_ Attend interview workshop

\_\_\_ Use "Standout" virtual tool to practice answering interview questions

\_\_\_ Schedule practice interview with CaPD career advisor or employer representative during mock interview week

### PRACTICE BALANCE

\_\_\_ Stay at the peak of your productivity through practicing healthy lifestyles, spirituality, and stress management at Stetson's Wellness and Recreation, Religious and Spiritual Life, Student Counseling Services, and Health Service

### BE FISCALLY RESPONSIBLE

\_\_\_ Become treasurer for a student organization and go through SAFAC training

### COVER LETTER

\_\_\_ Attend cover letter workshop

\_\_\_ Use cover letter template from CaPD website to create letter

\_\_\_ Meet with CaPD career advisor to review cover letter draft

## WAYS TO BEGIN DESCRIBING A SPECIFIC EXAMPLE OF THIS COMPETENCY TO EMPLOYERS & GRAD SCHOOLS

- Demonstrated strong work ethic through willingness to work additional hours and volunteer for tasks others did not want
- Exercised self-awareness and sought external feedback for personal improvement and building confidence
- Earned trust by being reliable, exhibiting integrity, and behaving ethically
- Adapted to change through having a flexible mindset and a willingness to try new things
- Take initiative and work independently with minimal supervision
- Maturely coped with and learned from failure
- Developed resilience by overcoming challenging obstacles
- Effectively managed stress through practicing a healthy lifestyle
- Promoted my skills and strengths through targeted written and in person communications and via online portfolio/social media
- Effectively managed time, priorities, and multiple competing demands to complete work and meet deadlines
- Performed effective post-interviewing follow-up by email and phone
- Created professional development action plan including setting academic and career goals

## RATE YOUR PROFESSIONALISM COMPETENCY

Rate how developed your professionalism competency is:

1                      2                      3                      4                      5                      6                      7

Provide an example where you developed and applied your professionalism and productivity competency:

## CAREER & PROFESSIONAL DEVELOPMENT

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## CONNECT



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