

professionalism & productivity

Demonstrate authentic professional presence through setting and accomplishing goals and producing high quality results while responsibly keeping interests of the larger community in mind. Exhibit integrity, accountability, resilience, adaptability, good judgment, humility, and drive.

QUESTIONS TO ASK YOURSELF ABOUT YOUR PROFESSIONALISM & PRODUCTIVITY 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 & PRODUCTIVITY 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

- ___ Attended resume workshop
- ___ Used resume template from CaPD website to create resume
- ___ Uploaded 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

- ___ Attended interview workshop
- ___ In HatterJobs, used "Interview4Me" tool to practice answering interview questions
- ___ Scheduled 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

- ___ Attended cover letter workshop
- ___ Used cover letter template from CaPD website to create letter
- ___ Met 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 & PRODUCTIVITY COMPETENCY

Rate how developed your professionalism and productivity 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

386.822.7375
Rinker Welcome Center Room 205
Lynn Business Center Room 111C
career@stetson.edu

CONNECT



StetsonUCareer



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@StetsonCareerHatterJobs App

