



Professionalism in the Workplace

Job Aid

Professionalism is the traits, behaviors, and characteristics exhibited by an employee that help facilitate and harbor a work environment that is positive, productive, service-oriented, and team-oriented.

The behavioral traits of a professional include:

Reliability: Do what you say and be accountable for your actions. Meet your deadlines and obligations.

Competence: Know your job and stay current with your knowledge and skills.

Respect for others: Remember the Golden Rule – “Treat others as you would want to be treated.”

Support others: Be ready and willing to lend a hand. Remember, it’s not about you. It’s about the team!

Integrity: Know what you stand for, and stand for it! What may take years to establish can be wiped away in seconds.

Honesty: Be truthful in all situations.

Seek Self-Improvement: Take every opportunity to improve and update your skills and knowledge.

Stay Work-Focused: Don’t allow your personal life to invade and take over your professional duties and activities. Stay focused and on task.

Be Positive: Your attitude is the one thing you can control, so make sure you do!