

## Professionalism “Quiz”

**When Meeting Potential Employers,** think of the following points:

- ❑ *Do you wear business appropriate clothing?* You should always dress to impress when you go to an interview. A professional suit for males and females is preferable.
- ❑ *Do you shake their hand firmly?* You should greet your interviewers with a firm handshake, not limp but not too bone crushing. Also, look them in the eye and smile as you do so.
- ❑ *Are you on time?* Try to follow the saying, “Early is on time, on time is late.” You should plan on getting to the interview a little (5-10 minutes) early in order to find the interview location and get yourself prepared.
- ❑ *Do you bring extra copies of your resume and cover letter?* It is always a good idea to bring extra copies to the interview so that you can pass them around to people who may not already have a copy.
- ❑ *Do you practice before your interview?* You should always practice before interviews. This makes you appear more confident and cuts down on rambling. Also, it can act as an effective eliminator of words such as, “Umm...” and “Like...”
- ❑ *Do you have a professional, serious email address, phone tone and voicemail?* If employers ask for your email and phone number, they are not looking for something like bigboozeparty@... or a ringtone that plays them “Sweet Home Alabama” every time they call. Also, make sure your voicemail is something you would want your employer to hear!
- ❑ *Do you research and learn more about your employer and their industry to show that you are knowledgeable of your prospective place of employment?* Using their website, brochures, other internet resources, etc. to find out more about your company is always a good idea. Not only will this show that you are truly interested in working there, but it will also help you generate good questions to ask at the interview.
- ❑ *Do you prepare questions to ask at your interview?* Employers want to know that you are interested in their place of employment. Prepare thoughtful open-ended questions to ask at the interview that will wow the employers (i.e. What do you like about working here?, What are the organizations strengths/weaknesses?, Could you explain the organizational structure?). Try to have at least 3-5 to ask at the interview.
- ❑ *Do you demonstrate good listening skills while being interviewed?* While at the interview, give the team interviewing you your full attention. Nod to show agreement, maintain good eye contact, be attentive, take good notes, and most of all don’t interrupt!

**When in a Professional Setting**, think of the following:

- ❑ *Do you respect the contributions of others and encourage their participation?* Part of working professionally is working together as a team. Though you may not be best friends with everyone you work with, you should always try to respect and honor their opinions and contributions.
- ❑ *Do you maintain good posture?* While in the workplace, you should try to stay away from behaviors like slouching and sitting with your feet up. This portrays an uncaring attitude to your supervisor and colleagues.
- ❑ *Do you spell check and grammar check your writing?* Making sure your emails and letters are spelled correctly is very important. It conveys that you are knowledgeable and care about how you are presented to others. Also, it is important to remember that the use of slang is typically frowned upon in written communication throughout the workplace.
- ❑ *Do you keep your emails professional?* Remember, you are representing your workplace even in electronic communication. Spelling, grammar, slang, and tone are all things you should be aware of when writing e-mails.
- ❑ *Do you dress professionally in the work place?* Regardless of how comfortable you are with the people you work with, you must maintain a professional appearance. This doesn't always have to mean a suit and tie but, depending on which job you're working in, it seldom means t-shirt and jeans.