



Perform Professionally Snapshot



Essential Employability Skill #6: Perform Professionally

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Those who perform professionally exhibit a combination of skills necessary to show respect, responsibility, effectiveness, and ethical behavior in a work environment.

Why is *perform professionally* important?

Performing professionally allows an employee to work effectively within an established workplace culture, meet expected responsibilities, and maintain knowledge and related proficiencies in their career. Additionally, performing professionally helps employees delineate between workplace and personal relationships.



What does attainment of *perform professionally* look like?

Competency

Demonstrates entry-level competencies, including knowledge and skills to perform job tasks.

Communication

Communicates clearly, effectively, and appropriately both verbally and nonverbally in the relevant work context.

Conscientiousness

Demonstrates conscientiousness through consistent and appropriate work behaviors appropriate for the established workplace culture (e.g., reliability, flexibility, time management, organization, respect, appearance).

Integrity

Demonstrates integrity, honesty, and ethical behaviors in all work situations.

Emotional Intelligence

Exhibits strong emotional intelligence by accepting and appropriately responding to constructive feedback, managing stress, responding appropriately under pressure, and understanding others' feelings.



References

Emerald Works Limited: Mind Tools. (2022). Professionalism: Meeting the standards that matter. <https://www.mindtools.com/av44li2/professionalism>

Evetts, J. (2013). Professionalism: Value and ideology. *Current Sociology*, 61(5–6), 778–796. <https://doi.org/10.1177/0011392113479316>