

**Explore Activity: Characteristics of Professionalism**

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

**Professionalism Scenarios:**

1. Elise has arrived on time for her first interview with SkyLabs Inc., a new pharmaceutical company that is seeking to hire the best and brightest graduates to build its employee base. Elise didn't have an appropriate outfit, so she borrowed a skirt suit from her mom. The suit is too big and doesn't fit well.

**Mr. Gonzalez:** Hello, Elise. It's great to meet you. How are you today?

**Elise:** I'm alright.

**Mr. Gonzalez:** Ok... Follow me into my office and we'll get started.

**Elise:** Good. I need to be out of here by 1:30. I'm meeting my boyfriend for lunch.

**Mr. Gonzalez:** No worries. I'm sure this interview won't take that long.

2. Nelson has a 2:00 p.m. meeting with his supervisor, Frank. Nelson arrives at 2:15 carrying the remainder of his unfinished lunch and he has food stains on his shirt.

**Frank:** Glad you could make it, Nelson. I was about to head back to my office.

**Nelson:** Yeah... Sorry about that. The reports took longer than I expected to print and I was starving. Hope you don't mind if I finish my lunch.

**Frank:** Well... I guess. I need to know where the project stands.

**Nelson:** Holds finger up while he finishes chewing his bite of food.

**Frank:** I'll tell you what. Why don't you just email me when you're done and we can figure out another time to meet?

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3. Rick has been called into his Manager's office. Lance, Rick's manager, has been receiving complaints about the way Rick has addressed other employees lately; he's been rude, has been talking over others, and generally has not had a pleasant disposition. Rick's behavior is bringing the team's morale down.

**Lance:** Hey, Rick. Can I speak with you for a moment?

**Rick:** Sure, Lance. What can I do for you?

**Lance:** I've been receiving some complaints about your behavior lately. Is everything ok with you?

**Rick (takes a deep breath):** Really? I'm sorry about that. I've been dealing with a lot of stress at home. I guess I didn't realize I was bringing it to work with me.

**Lance:** Listen, I understand. I'm here if you need to talk and you know we also have a program that will allow you to speak with a counselor if you feel you need to don't hesitate to ask for help. You're an important part of the team and we need you to be at your best.

**Rick:** Thanks, Lance. I may actually speak to a counselor. I appreciate you coming to speak with me personally and I will work on adjusting my attitude while I'm at work.

**Lance:** I appreciate that, Rick.