

The Making of a

# Coug Professional

Are you ready?

# Education

Your education is important...  
But, you need more

**Launching well requires professionalism**  
What is professionalism?

Professionalism includes:

- Character
- Attitude
- Skills
- Virtual Image
- Appearance / Dress
- Networking
- Etiquette



# Skills

Accomplishments...

Learned...

Developed....

*Albert Einstein once said....*

**"The only thing more dangerous than ignorance is arrogance."**

Know that you do not know it all and be willing to learn.

# Virtual Image

*what do you show the world?*

What do you “like”?

What do you post?

What does this say?

What are you showing?

**A picture's worth 1,000 words,  
what does that picture say to employers ?**

# Cell Phone Usage



- Turn off the ringer
- Do NOT check it in meetings
- Be judicious @ giving out #
- If you can't ignore it...  
...Don't be afraid to leave it in the car.



# Etiquette

- Use your manners

- ...Be respectful...not deferential

- Be the best version of yourself

- ...The first date version

- ...The meeting your girlfriend's Grandmother version

- ...Engaged, open-minded, be prepared, ask questions

# Etiquette

- Conversation and behavior
  - ...Have a “professional” opinion on sports, art, literature, music. Practice these conversations
- Office gossip
- Dining etiquette
  - ...Why would an employer place you in a social setting with alcohol present?



# Dress



# Dress

*First impressions can be lasting impressions*

- Understand the environment you're in
- Err on the side of too professional over too casual
- It easier to "dress down" your dress than "dress up"
- Clothing is clean, tailored, comfortable, & professional
- Dress slacks / skirt
- Dress blouse / shirt
- Blazer/ cardigan
- Hosiery/socks and closed-toed shoes
- Minimal, understated jewelry
- Conservative use of makeup and perfume/cologne

# Conduct

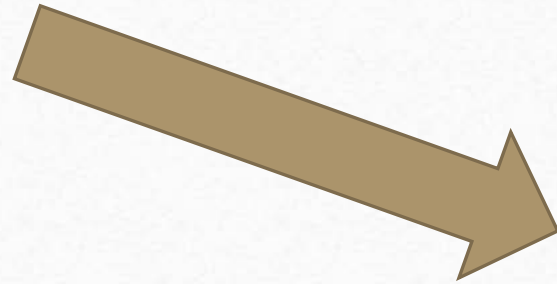
Be aware of body language, posture and nervous habits.

*If you think you'll be nervous...practice.  
Put yourself in settings where professional appearance and conduct are required*



# Network

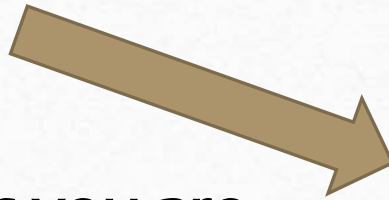
- Who knows you?
- Who do you know?
- What do others know about you?
- **What have you done for them?**



- Do as YOU would have done to you
- Do to others as 'THEY' would like done to them
- Nurture your contacts
- Always act with maturity and integrity

# Network

- Build your network now
- Recent grads & friends
- Family
- Family friends
- Contact people in industries you are interested in



- Reach out to them
- Understand a “typical day” in their jobs
- Go see them in their work place
- Job shadow
- Sit in on meetings if possible
- Always act with maturity and integrity

# Character

Reliable  
Accountable  
Responsible  
Organized  
Good attitude  
Image  
Focus

Ethical  
Competent  
Self-starter  
Good listener  
Time manager  
Team player  
Continual improvement

Integrity  
Life-long learner  
Planner  
Honest  
Mature  
Grace  
Supportive  
Skilled

- Can you describe two examples of you exhibiting each of these behaviors?
- If these don't describe you can you "spin" an answer to show a alternate trait that is more important or how you are working to improve on this?



**Questions?**

Thank you