

## YOUR PROFESSIONAL WORK ETHIC: A GUIDE FOR THOSE WHO STRIVE FOR EXCELLENCE

This learning module helps students to examine their own work habits, motivations, and values and to conceptualize and use their work ethics.

Objectives: As a result of this course, a learner can expect to:

1. Understand the concept of a work ethic and the professional characteristics employers value in their employees.
2. Reflect upon and define one's own professional style, strengths, goals, and motivators.
3. Write a Professional Work Ethic statement to include in a portfolio, use during a job interview and guide performance.
4. Begin using a clearly defined work ethic for performance enhancement and professional growth.

This course will take you through the process of developing a clearly defined work ethic that you can use for professional growth. Follow the steps below to move through the process and accomplish the objectives of this course. All the materials you need are provided for you in this module.

---

### **Part I: Defining Work Ethic and Exploring Your Work Ethic**

1. Click the link Defining Work Ethic and view the website of All About Philosophy and read the description of work ethic.

<https://www.allaboutphilosophy.org/what-are-work-ethics-faq.htm>

2. Print the Professional Work Ethic Worksheet (Attachment A) and respond to as many items on the sheet as you are able. The items on the worksheet are designed to help you begin to think about who you are as a worker and your beliefs and values as a professional. Do not spend too much time on any one item. You can add to your ideas on this worksheet at any time.
3. Use your Professional Work Ethic Worksheet to take notes as you move through this program. Whenever you come across ideas, concepts, terminology, values, and behaviors that match who you are and who you strive to become, make a note of them. This worksheet is intended to help you to generate ideas that you will utilize later in this program.
4. Complete this quiz item to test your comprehension of Part 1. The answers to all quiz questions are on Attachment B.

According to your reading, what are the important characteristics of a person with a strong work ethic? The answers to all quiz questions are on Attachment B.

- A. honesty and accountability
  - B. doing a job well
  - C. valuing what one does
  - D. having a sense of purpose
  - E. all of the above
- 

## Part 2: Identifying and Understanding Your Motivation

Consider the experiences and opportunities you find motivating. What gets you excited about your work? What makes you want to work harder and perform better? Consider Herzberg's Two Factor Model of Motivators and Hygiene Factors.

1. Read the description of Herzberg's Two Factor Model by following this link to Open textbook British Columbia Campus- CC 4.0- textbook chapter.

<https://opentextbc.ca/businessopenstax/chapter/herzbergs-motivator-hygiene-theory/>

2. Watch this short video about how managers can use this model to motivate employees.

Video: Motivating Your Team Using Herzberg's Motivators and Hygiene Factors

<https://www.youtube.com/watch?v=jnluBktpwaM>

3. Return to your Work Ethic Worksheet. Jot down ideas about those things you find personally motivating. You may also note the hygiene factors that you have experienced as barriers to your success. Remember, your worksheet is a place to gather your ideas and not a final product of your work.

Complete this quiz item to test your comprehension of Part 2. The answers to all quiz questions are on Attachment B.

Which statement is true according to Herzberg's Motivator-Hygiene Theory?

- A. The opposite of job satisfaction is job dissatisfaction.
- B. Good company policies motivate employees to succeed.
- C. Motivating factors are intrinsically rewarding.
- D. Salary and benefits are strong motivators for most workers.

---

### Part 3: Identify Your Personality Type and the Environments that Best Suit You

What workplace environments are most conducive to your success? What is your personality type and where will you fit in best?

1. Read about John Holland's Personality Types and Career Environments.

<https://www.careerkey.org/choose-a-career/hollands-theory-of-career-choice.html#.XllqvpVKipp>

2. Complete Holland's Personality Types Assessment Published by Johns Hopkins School of Medicine Office of Faculty Development to learn about your own personality type and the environments where you may do your best work.

[https://www.hopkinsmedicine.org/fac\\_development/documents/lisa\\_heiser\\_faculty\\_development\\_handout.pdf](https://www.hopkinsmedicine.org/fac_development/documents/lisa_heiser_faculty_development_handout.pdf)

3. Return to your worksheet and note your personality type and the environments you are well suited for.

4. Complete this quiz item to test your comprehension of Part 3. The answers to all quiz questions are on Attachment B.

Which one of the following is NOT one of the personality types identified by Holland?

- A. Realistic
- B. Intuitive
- C. Artistic
- D. Social
- E. Conventional

---

### Part 4: Characteristics of Your Work Ethic

The links in Part 4 will take you to various websites that contain information about a good work ethic. Read about what employers are looking for and use your worksheet to jot down those qualities you identify with. You may be asked to provide examples that support your claim so it's important to differentiate between the characteristics you possess and those you aspire to.

1. Review this page from the National Association of Colleges and Employers - Attributes employers seek in candidates - Survey Results

<https://www.naceweb.org/about-us/press/2017/the-key-attributes-employers-look-for-in-students-resumes/>

2. Indeed Career Guide - Work Ethic Skills: Top 8 Values to Develop - How to develop your work ethic in the areas employers value including reliability, dedication, discipline, productivity, cooperation, integrity, responsibility, and professionalism.

<https://www.indeed.com/career-advice/career-development/work-ethic-skills>

3. Cornerstone's Performance Tips: Developing a Strong Work Ethic

<https://www.cornerstoneondemand.com/performance-tips-developing-strong-work-ethic>

4. Note on your worksheet the qualities you possess.

5. Complete this quiz item to test your comprehension of Part 4. The answers to all quiz questions are on Attachment B.

According to the National Association of Colleges and Employers, a strong work ethic is among the top characteristics employers look for in a candidate.

- A. True
- B. False

---

### Part 5: Develop Your Professionalism

Although people may display professionalism earlier in life, the transition to becoming a professional in your field happens in college. College graduates seek to build careers and developing a professional mindset is an important part of it.

As you are considering your own work ethic, have you identified any areas you would like to improve? Professionals continuously work to improve themselves.

The materials in this section on Professionalism can be used alone or in a classroom. They are designed to help you to examine how you can improve your performance, professionalism and work ethic.

1. Read Indeed's Career Guide List of Weaknesses: 10 Things to Say in an Interview Make notes on your work ethic worksheet of your goals for improvement. This website may give you ideas of for how to address your weaknesses in a work ethic statement.

<https://www.indeed.com/career-advice/interviewing/list-of-example-weaknesses-for-interviewing>

2. Review the US Department of Labor's series of soft skill development exercises and complete those you find have value. Published by the US Department of Labor, this web resource provides a series of soft skill development exercises that can be done alone or in a classroom.

<https://www.dol.gov/odep/topics/youth/softskills/Professionalism.pdf>

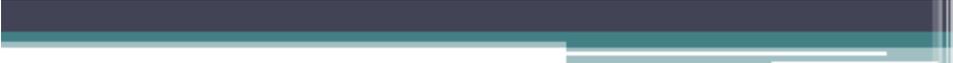
3. The Professionalism 101 PowerPoint covers some basics of professional conduct and attitude.

## Professionalism 101

A Primer for Students who Aspire to Have a Career and not just a Job.

### A Professional Practices Good Work Practices

- Write without errors and uses appropriate language.
- Respond to phone calls and emails the same day they are received.
- Arrive 10 minutes early and leaves after work is completed.
- Treat EVERYONE respectfully regardless of personality or title.
- Manage differences by speaking directly to person.



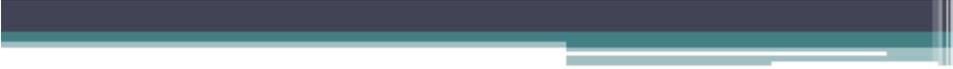
## A Professional Has a Good Attitude

- Speak well of others. Never gossip or spread rumors.
- Speak positively about your work, employer and profession.
- Display enthusiasm, cheerfulness, interest, and contentment.
- Welcome new assignments as an opportunity to learn and develop your resume and portfolio.
- Dress for the position you aspire to. A professional looks, speaks and dresses like a professional.



## A Professional Practices Self-Development and Self-Discipline

- Evaluate educational needs.
- Set goals for improving and expanding skill sets.
- Manage your personal and social life with professional standards.



## A Professional Honors Commitments

- To Consumers
- To Employer
- To the Profession
- To Colleagues
- To the Community
- To Oneself



## And...

- A professional does not let mistakes slide by. An amateur ignores or hides mistakes.
- A professional jumps into difficult assignments. An amateur tries to get out of difficult work.
- A professional completes projects as soon as possible. An amateur is surrounded by unfinished work piled on top of unfinished work.
- A professional produces more than expected and of a higher quality than expected.

4. Complete this quiz item to test your comprehension of Part 5. The answers to all quiz questions are on Attachment B.

Providing an honest appraisal of your strengths and weaknesses is important. Which of the following responses to the question, "What are your weaknesses?", would an employer be most satisfied with?

- A. I feel impatient when others don't perform up to my expectations.
- B. I find the demands of a set work schedule too stressful.
- C. I am working to improve my ability to give constructive feedback.
- D. I dislike working in groups and teams.

---

### Part 6: Writing Your Professional Work Ethic Statement

You have given much consideration to your professional work ethic and now it's time to put it on paper. Start by reviewing the notes you made on your Work Ethic Worksheet. What are the themes that underlie your work ethic? What stands out as best describing the type of worker you are?

1. Begin by reading Guidelines for Writing a Work Ethic Statement. (Attachment C)
2. Following these guidelines, begin to outline the content you wish to include in your statement.
3. Next, write your rough draft. Read it out loud. How does it sound? Ask others to read and help you to edit your work. Ask for feedback about the content of your statement. Do those who know you well believe you have captured your work ethic?
4. Utilize these writing guides, videos, and tutorials to organize and improve your writing. Remember, RCBC's Tutoring Center is available to assist you.
  - a. Writing Process: Planning, Organizing, Writing and Reviewing - Tutorials for Planning and Organizing Writing, Writing for Readability, Formatting Your Writing, Getting Started With Writing and Reviewing Your Writing from Free Management Library.

<https://managementhelp.org/businesswriting/writing-process.htm#formatting>

- b. Writing the 5 Paragraph Essay with Leanne - This video provides instruction on the five-paragraph essay format.

<https://www.youtube.com/watch?v=m7rrkFZld30>

5. When you're finished writing your Professional Work Ethic Statement, use the Assessment Rubric to evaluate your work or the work of students.

6. Complete this quiz item to test your comprehension of Part 6. The answers to all quiz questions are on Attachment B.

Which one of the following is NOT a recommended guideline for writing a work ethic statement?

- A. It's important to list all experience and places of employment on a work ethic statement.
- B. For use at a job interview where you're speaking about yourself, a work ethic statement should be written in first person using "I", "My", and "Me".
- C. A work ethic statement should be single-spaced and fit onto one page.
- D. It's best not to quote others unless it's a statement about your performance as a worker.

---

### Part 7: Putting Your Work Ethic to Practice

It's not enough to have written a professional work ethic statement, now you must put it into practice.

1. Read Indeed's Career Guide - Tips to Demonstrate Your Work Ethic - Demonstrate your work ethic by focusing on accountability, honesty, discipline, humility, integrity, organization, quality work, time management, teamwork, and responsibility.

<https://www.indeed.com/career-advice/career-development/tips-to-demonstrate-work-ethic>

2. Read 7 Things You Should Do To Demonstrate a Strong Work Ethic to Your Employer. Martin Luenendonk's website provides a working definition of Work Ethic and identifies elements of a strong work ethic that includes integrity, professionalism, quality work, discipline, sense of responsibility, teamwork and how to demonstrate your work ethic to an employer.

<https://www.cleverism.com/7-things-demonstrate-strong-work-ethic/>

3. Identify specific behaviors you already display and behaviors you can begin to display to show your work ethic.

4. Print the Reflection Exercise: Using Your Work Ethic Statement for Professional Growth. Read and consider the items on the handout as they apply to your current work experience. Place the page, along with your work ethic statement, in a place where you can use it at the start or end of your workday for daily reflection of your work. (Attachment E)

5. Complete this quiz item to test your comprehension of Part 7. The answers to all quiz questions are on Attachment B.

Which of the following is NOT a recommended method for demonstrating a strong work ethic?

- A. Observe deadlines
  - B. Avoid providing honest feedback to superiors
  - C. Own up to mistakes.
  - D. Stay fit and healthy.
- 

### Celebrate Your Success

Congratulations! You have completed this learning module. You have the courage and made the effort to examine your professional work ethic. Save your work ethic statement to include in your professional portfolio. Use it at job interviews to demonstrate your self-awareness and preparedness. Consider your work ethic as you move through your professional experiences and allow it to serve as a personal mission statement. Revise your statement annually and discover your professional and personal growth.

For inspiration, complete this module by watching the 12 minute Ted Talk video: The Happy Secret to Better Work. We believe that we should work to be happy, but could that be backward? In this fast-moving and entertaining talk from TEDxBloomington, psychologist Shawn Achor argues that actually happiness inspires productivity. Achor examines using Positive Psychology to thrive in work and life.

<https://www.youtube.com/watch?v=fLJsdqxnZb0>

---

### Additional Resources

Complete Guide to Ethics Management: An Ethics Toolkit for Managers - Free guidebook for managers. It takes approximately 2 hours to read.

<https://managementhelp.org/businessethics/ethics-guide.htm>

Carla Harris Webpage - Business leader, singer, author, speaker, Carla Harris lectures on professionalism, leadership and diversity.

<http://carlaspearls.com/>

Open Educational Resources

o Professional Etiquette- Saylor.org CC 3.0 BY-NC-SA- mini-course

<https://www.oercommons.org/courses/professional-etiquette-2>

Herzberg's Motivators and Hygiene Factors

o Open textbook British Columbia Campus- CC 4.0- textbook chapter

<https://opentextbc.ca/businessopenstax/chapter/herzbergs-motivator-hygiene-theory/>

o LumenCandela- CC-BY-textbook chapter

<https://courses.lumenlearning.com/suny-osintrobus/chapter/herzbergs-motivatorhygiene-theory/>

Human Relations- Open Textbook Library CC BY-NC-SA- textbook- (Chapter 5: Be Ethical at Work)

<https://open.umn.edu/opentextbooks/textbooks/human-relations>

Principles of Management- Open Textbook Library CC-BY- textbook (Chapter 5)

<https://open.umn.edu/opentextbooks/textbooks/principles-of-management-2019>

Business Ethics- Open Textbook Library CC-BY- textbook

<https://open.umn.edu/opentextbooks/textbooks/business-ethics-2018>

Human Resources Management- Open Textbook Library CC BY-NC-SA- textbook (Chapter 7: Retention and Motivation)?

<https://open.umn.edu/opentextbooks/textbooks/human-resource-management>

Human Relations- Open Textbook Library CC BY-NC-SA- textbook- (Chapter 6: Understand Your Motivations)

<https://open.umn.edu/opentextbooks/textbooks/human-relations>

Organizational Behavior- Open Textbook Library CC-BY-NC-SA- textbook (Chapter 5)

<https://open.umn.edu/opentextbooks/textbooks/organizational-behavior>

Resources for Portfolio Design and Development

Portfolio Recommendations from UC Berkley

[https://extension.berkeley.edu/upload/Professional\\_Portfolio.pdf](https://extension.berkeley.edu/upload/Professional_Portfolio.pdf)

E Portfolio <https://www.weebly.com/>

Teaching Portfolios

<https://www.edutopia.org/blog/digital-teaching-portfolio-edwige-simon>

## **Professional Work Ethic Statement Worksheet**

### **Overview**

A professional work ethic statement is a one page narrative summary that describes who you are as a worker and what an employer can expect of you. A work ethic statement can be used to provide important information to an employer about a candidate. It can also serve as a person's guiding principles for decision making. A professional work ethic statement should reflect insight and preparedness.

The purpose of this worksheet is to help the learner to reflect on your thoughts, behaviors, feelings and experiences and identify those traits and characteristics you possess that are your work ethic.

### **How to Use this Worksheet**

It is not necessary for you to respond to every item on this worksheet. Instead, you want to use it as a guide to help you to reflect on those aspects of yourself that are part of your work ethic. When you identify experiences, behaviors, thoughts or feelings in response to any items on this worksheet, make a note of it. Your job is to consider who you are as a worker and what an employer can expect from you. Brainstorm as many ideas as you are able for possible inclusion in your professional work ethic statement.

### **Respond to the Following Questions**

- What three accomplishments are you most proud of? What did you do that contributed to your success? What external forces (people, resources, environmental factors) helped you to succeed.
  
- Consider a time when you were dissatisfied with the outcome of your effort. What barriers limited the outcome? Is there anything you could have done differently?

- What words have others (friends, family, supervisors, coworkers) used to describe you?
- Think about the different jobs you have had. In what ways were your work habits the same with the various experiences and how were you different? What internal and external factors made a difference?
  
- Recall the times you were at work feeling happy and excited. What led to those feelings?
  
- What values do influence your decisions about the type of work you do and the organizations you work for?
  
- What skills, talents and abilities do you possess that are above those of the ordinary person?
  
- What makes you a desirable person to work with?

## **Check the Statements that are True of You**

When making decisions, I consider the interests of the organization.

I manage my time well and always meet deadlines.

I am punctual.

I maintain good attendance.

I am honest and trustworthy.

I own my mistakes and whenever possible, I take action to correct them.

I learn from my mistakes.

I enjoy being productive.

I produce quality outcomes.

I am organized.

I behave respectfully towards others.

I avoid complaining and bring a cheerful and positive demeanor to my work environment.

I am diplomatic and treat others fairly.

I listen to others.

I follow rules and company policies.

I enjoy working with others and being part of a team.

I am cooperative.

I like to have fun at work.

I honor commitments to myself and others.

It's important that I build a positive lasting impression

I think through decisions carefully and use good judgment.

I believe in setting a good example for others.

I enjoy scholarly tasks and being mentally challenged.

I like using my creativity.

Helping others is important to me.

I have natural leadership abilities.

I acknowledge phone calls and email promptly.

I respect the privacy and confidentiality of others.

I need to know my work is purposeful.

I am flexible and broadminded.

I attend to details.

I strive to deliver more than people expect.

I use feedback from others to improve myself.

I manage stress well.

I take care of my health.

Maintaining a balance between work and home is important.

I am open to new ideas.

I am patient with others.

I am a planner.

Having all the available information is critical for decision making.

I am realistic.

I am precise.

I stay abreast of new developments in my professional field.

I assess what new information and skills I need and devise a plan to receive the proper training.

I work efficiently.

I practice good etiquette.

I am confident in my abilities.

I am able to learn from people whose backgrounds, experiences and views are different from my own.

I know and abide by the ethical standards of my profession.

I seek to mentor others.

What other characteristics do you possess that make up your work ethic?

Attachment B / Answers to Quiz Questions

1. E
2. C
3. B
4. A
5. C
6. A
7. B

## **GUIDELINES FOR WRITING A PROFESSIONAL WORK ETHIC STATEMENT**

### **What is a work ethic statement?**

A work ethic statement describes to a potential employer or other entity, the type of worker you are. A well written work ethic statement will inform an employer of what they can expect from you and help determine if you're the right candidate for the job. It can be used during a job interview to answer questions employers often ask and serve as a writing sample. A work ethic statement may be included in your professional portfolio and help demonstrate your preparedness and professionalism.

According to the National Association of Colleges and Employers (NACE), Professionalism / Work Ethic is defined as: Demonstrating personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from their mistakes.

### **Guidelines to consider when writing a work ethic statement:**

- Who is the audience? In most cases, a work ethic statement is used during a job interview although it may be used to apply to transfer schools or for scholarships. Determine your audience and gear your statement to the targeted group.
- Decide whether to write your statement in first or third person. Context matters when making this decision. For the purpose of a job interview where you're speaking about yourself, a work ethic statement should be written in first person using "I", "My", and "Me". Third person writing is better used when writing a bio for publication.
- Keep it brief. Your statement should fit on one page. Exceeding a single page increases the likelihood that it will never be read. Ideally, the employer will read it during the interview and discuss key items with you.
- Write your statement single spaced and do not make it look like a school assignment. Do not date it or have reference to a particular course. You want the employer to assume you wrote it as a well prepared professional. A standard five paragraph essay format is best.
- Use plain language. Do not try to impress by using words that are not part of your vocabulary.
- Do not use quotes. The employer wants to know who you are and not what some famous person once said.

- Make certain your statement is well written and free of grammatical and spelling errors. Careless mistakes can ruin your presentation. Avoid empty adjectives. Write clearly and concisely. Have others help edit your statement.
- Keep copies in your portfolio for distribution.
- Do not make claims that are not true. A good interviewer will ask follow-up questions.
- Do not make references to those things that could lead to discrimination. Most unfortunately, there are still employers who have a bias against certain groups of people. Obviously, if you're face-to-face the interviewer will make assumptions about certain demographic characteristics. However, it's best not to share anything that may lead to interviewer to having concern about your ability to be reliable. If you wish to share the information verbally, after determining that it will be well received, it's your decision to do so. Although you may be proud that you're a parent or caring for aging parents, in recovery from substance abuse, or escaped an abusive relationship, not everyone will understand. Making references to your childhood may make you sound less experienced. Do not put anything in writing that you don't want to tell to the entire world.
- The inclusion of personal details such as hobbies and interests should be included when they support your claims about yourself. Stating that you're an Eagle Scout supports your claim that you're a high achiever. Having organized a neighborhood event demonstrates leadership. Sometimes a special talent or interest may be of value to an employer. Letting the reader know you're bilingual, for example, is a good idea.
- Just as you would never speak poorly of someone or of a past employer at an interview, do not write anything negative about others in your statement. For example, do not state that your weakness is that you become impatient with coworkers who don't perform well.
- Assume the employer has already read your resume. Do not list the places you've worked or your education. Stay focused on telling the employer about your style of work. It is appropriate to reference certain experiences if those experiences helped you to grow.
- If you're having difficulty starting your statement, begin with something simple such as, "This is a statement of who I am as a worker and what an employer can expect of me." You can always change it when you think of a more preferred opening statement.
- Save your statement electronically. Review it once a year and consider revisions that demonstrate your growth and new insights.

## Content and Format of a Work Ethic Statement

Using the recommended five paragraph composition format, organize the statement with an introductory paragraph and a summary/conclusion paragraph. The three content paragraphs should discuss the characteristics and values you have that make you a desirable employee. Consider the following topics for inclusion.

- Center your name and the title at the top as follows:

First and Last Name  
Professional Work Ethic Statement

- Paragraph one is your introduction. If you have a guiding philosophy about how you approach work, this is the place to include it.
- Paragraph two is about what motivates and excites you. What motivates you at work? What are the intrinsic rewards you derive from work? What makes you feel excited about your work?
- Paragraph three is a good place to address your strengths and weaknesses. You will be asked this and clarifying your response in advance will help you to prepare. Start the paragraph by discussing your strengths. Talk about the attributes you possess that are better than most others. What positive things have people said about you? What are the glowing comments on your performance appraisals?

To address a weakness, first consider your shortcomings and the work related difficulties you experience. You want to pick a limitation in your skill set that can be improved, is understood by others and won't frighten an employer. Avoid focusing on poor time management, conflict with others and a negative attitude. Instead, write "I am working on my ability to see the big picture. I am sometimes overly focused on details. I practice stepping back and reminding myself of the important objectives of the project." Finalize paragraph three by returning to discussion of your strengths. Do not allow your weakness to be the first or final statement the reader sees.

- A possible focus for the fourth paragraph is discussion of the conditions and environments you are best suited for. Consider your successful experiences with work. What contributed to your success? Did you have a supportive mentor? Were goals clearly communicated? Were you part of a highly effective team? Also consider the times you did not succeed. What did you learn from the experience? Were there barriers to your progress? Remember, never speak poorly of others. Do not refer to an employer as disorganized, chaotic, or a

horrible place to work. It's best to focus on the environmental conditions that help you to thrive.

A word of caution: If the environmental conditions of a particular workplace setting do not match your criteria, you may not be a good match for the position. If for example, you thrive on professional growth and advancement, you won't be happy in an organization that doesn't promote people from within. It's important to know this before accepting a job offer. However, if you need the job because there are bills to pay, it may be best not to use your work ethic statement during the interview.

The aforementioned guidelines are intended to be used as a framework for writing your work ethic statement. It is important for you to feel confident that your statement is a positive reflection of you and can be used as a tool for your success. Use your best judgement to determine alternative content and formatting.

Attachment D

Work Ethic Statement Assessment Rubric

**Criteria for Success: 80 percent of students will score at least a 9 out of 12 possible points on the Work Ethic Statement Assessment Rubric.**

Criteria	3	2	1	0
Organization	Statement is organized into logical sections including introductory and concluding paragraphs. The body of the statement describes the writer's work ethic.	Statement is organized but is in a format differing from the one suggested.		Statement is disorganized and requires revision.
Completeness	All recommended content areas are present. These include an introduction and conclusion, statements of strengths and limitations, intrinsic rewards of work and environmental contributors to success.	Statement is complete with content different from the recommended content.	Statement is missing content and requires greater discussion and detail.	Statement is requires further development.
Neatness	Statement is formatted to fit well on one page. Margins, font and title have a professional appearance.			Statement has problem(s) in areas of length, font, margins or title and requires revision.
Written Expression	Statement is free of spelling and grammatical errors and contains only original thought.	Statement is free of spelling and grammatical errors and borrowed ideas are given proper acknowledgment.		The statement contains spelling and/or grammatical errors or the statement contains plagiarized work.

**Note: Column 3 reflects the recommended standards, column 2 reflects satisfactory standards that differ from those recommended, column 1 notes areas for improvement, and column 0 indicates a need for complete revision of the statement before it may be used for professional purposes.**

Attachment E / Reflection Exercise: Using Your Work Ethic Statement for Professional Growth

### Using a Work Ethic Statement for Professional Growth

Now that you have defined your professional work ethic, it's time to put it to use.

Ask yourself the following questions:

To what extent did my efforts, interactions, attitudes, accomplishments and behaviors today reflect my work ethic?

What can I do tomorrow to further demonstrate my professionalism and work ethic?

What does success look like today?

What are my priorities today?

What does success look like with this task / project/ class?

What do I want people to think about me? How well am I projecting that?

What are my goals? What am I doing today to move that forward?