



Arizona CTE Professional Standards Foundational Skills Checklist PROFESSIONALISM

PROFESSIONALISM PRELIMINARY CHECKLIST

Present/Not Present:

- Dresses appropriately for the occasion, following company dress code
- Maintains personal hygiene within prescribed guidelines, e.g., piercings, body art, cologne, artificial nails in hospitals
- Practices civility in the workplace, e.g., respectful, courteous, tolerant
- Respects the personal space of other workers
- Adheres to organizational policies regarding customer, client confidentiality
- Maintains organizational confidentiality regarding proprietary knowledge, intellectual property
- Adheres to organizational policy regarding tools for electronic communication, e.g., email, phone, texting, social media