

## Test Your Professionalism Skills

**How would you manage each of the following situations? What elements of professionalism would you consider?**

1. You are asked to introduce a guest of honor at a meeting, or a speaker at an Extension conference, or an Extension leader to your County Commissioners or State Legislator.
2. A reporter calls out of the blue with a question about inappropriate behavior a colleague, volunteer, or other person associated with Extension is accused of/has been arrested for.
3. Your Extension Director and/or Dean will attend your fair and while there will meet with County Commissioners and State Legislators before a tour and meeting with 4-Hers in the animal barns.
4. A community member makes an inappropriate comment in a public meeting about women or men, members of an ethnic group, race, or other protected group, or a specific religion.
5. You want to express disappointment with your annual performance review and merit increase.
6. A colleague said or did something hurtful about you/your work in front of others and this is not the first time. You are feeling frustrated and resentful, but each individual instance seems too small to make a big deal about.
7. You believe a colleague is behaving unethically.
8. An office staffer criticized your actions in front of clientele.
9. A local person applied for and was interviewed for a job. He or she shared this information widely with mutual friends and stakeholders. Some of those friends and stakeholders have asked you for information about the applicant's performance/status.
10. A newer educator in your office asks a summer program assistant to do tasks that should be managed by someone with more experience and/or training.
11. You've made a mistake that involves a community member or group, but your Area Leader may not learn about it unless you tell him or her.
12. A colleague used a humorous but off-color pun in a professional presentation.
13. A member of a team you will be working with for the foreseeable future consistently arrives late to meetings and/or fails to complete tasks on time, which negatively affects all members' quality of work and/or morale.
14. You believe your supervisor is not meeting expectations for his or her position.
15. An employee you supervise doesn't want to do some of the tasks described in his or her position description.

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**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
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