



United Nations

TAKING CONTROL OF
YOUR CAREER

MANAGING YOUR
REPUTATION

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ACTIVITY 3: Managing Your Reputation

Character is what you are. Reputation is what people think you are.

—Henry T. Saunderson

*It is generally much more shameful to lose a good reputation
than never to have acquired it.*

—Pliny the Elder

How does your reputation affect your career? What might you do to build your personal reputation in the Organization?

Your Reputation



Instructions: Answer the following questions. You can enter as much text as you want.

1. What you would like your professional reputation to be?

Your response

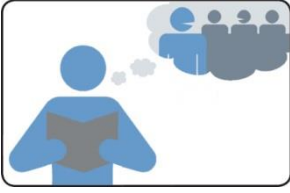
2. What would you like people to say about you?

Your response

3. What are some things you have done which positively affected your professional reputation? Are there any things you have done which may have negatively affected your reputation at work?

Positive	Negative
1. Your response	1. Your response
2. Your response	2. Your response
3. Your response	3. Your response

Improving Your Reputation



The professional reputation a person develops depends on many factors, including his or her attitude, people skills, appearance, experience, and credentials.

Here are some behaviours which tend to enhance a person's reputation:

- ◆ Meet deadlines.
- ◆ Do more than what is asked.
- ◆ Take directions without complaining.
- ◆ Follow through on commitments.
- ◆ Be visible—chair a committee, organize an event, etc.
- ◆ Seek additional responsibilities; go the extra mile.
- ◆ Volunteer for difficult assignments.
- ◆ Become an “expert,” in other words, the person whom others go to for help.
- ◆ Offer assistance without being asked.
- ◆ Keep within ethical standards; watch “grey area” decisions.
- ◆ Have the courage to do the right thing regardless of consequences.
- ◆ Be sensitive to your personal appearance.
- ◆ Be flexible and roll with the punches; stay positive.
- ◆ Focus on solutions instead of just finding fault, complaining, or doing nothing.
- ◆ Show empathy and care for others.
- ◆ Be tactful in your communication.

Conversely, regularly exhibiting certain attitudes is likely to damage your professional image, such as:

- ◆ Finding fault with others' suggestions, no matter what they are.
- ◆ Complaining about things beyond your or others' control.
- ◆ Blaming someone or something else when anything goes wrong.
- ◆ Playing the victim by claiming life is unfair to you.
- ◆ Patronizing others.
- ◆ Promoting yourself at the expense of others.
- ◆ Not going the “extra mile” during difficult times.
- ◆ Adopting a “that's not in my job description” mentality.
- ◆ Working to rule—being the first one out the door at 5 p.m.
- ◆ Disrespecting other people's suggestion or requests.
- ◆ Rolling your eyes when someone else says something.
- ◆ Always believing you are right and that only your opinion matters.
- ◆ Talking in a sarcastic or cynical manner to others.
- ◆ Acting as if a job is “beneath you.”
- ◆ Pouting or sulking when you don't get your way.
- ◆ Showing disrespect toward others.

Who Can You Ask About Your Reputation?

The best way to find out about your professional reputation is to talk to the people you currently work with or have worked with in the past. Such people might include colleagues at the same level as you are, members of teams you participate in, managers, and staff members who report to you.

Some questions you might ask are:

1. What do people say about me when I am not around?
2. Can you shed some light on my “blind spots”?
3. Are there aspects of my interpersonal style which need improvement?
4. Do I have any specific behaviours which might cause me problems?



Instructions: Identify three people you are comfortable asking to comment on your reputation. Choose people who have observed your performance; know you well; have your best interests in mind; and whose opinion you value.

Then, meet with at least one of these people and ask this person the above questions. After the meeting, record your impressions.

1. Who are three people you might ask about your professional reputation?

1. [Click here to enter a name.](#)
2. [Click here to enter a name.](#)
3. [Click here to enter a name.](#)

2. What did you learn about your reputation? Where there any surprises?

[Your response](#)

3. Based on your discussion, what are some specific steps you want to take to improve your reputation?

[Your response](#)

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