

Your 'Word' is Your Reputation

Does your conscience nag at you when you "stretch the truth" or "tell a little white lie"? In the professional world your "word" can mean your reputation or can ensure you unlimited success. Whether or not you are a Job seeker, Employee, Executive or the Hiring Manager we offer our honest opinions about the truth.

As a **Job Seeker** you must be truthful about the information printed on your resume' or contained in a job application. This is factual documentation of your education, actual work experience, accomplishments and awards. It is necessary to make sure that the information listed can be confirmed. If the information can not be validated as stated, the red flags go up and you may be passed over for the job or worse yet you might be viewed as a dishonest person. How many employers wish to hire dishonest employees?

As an **Employee** you must be truthful with your customer. Never promise what you can't deliver. Whether it is a product or a service if you can't do it, **YOU CAN'T DO IT**. Everyone wants to be a hero but if you are uncertain let your customer know that you are uncertain. You will gain more respect and build integrity with your customer if you are honest.

As an **Executive** you must be truthful with your employees. If your company is preparing for many changes and the rumor mill is running rampant, protect your reputation now and listen to the concerns addressed by your employees. It is possible to concur with them but not divulge sensitive information. Make yourself accessible to listen, don't hide from confrontation as this can send the message that something big is happening and that you have not been honest with the employees.

As a **Hiring Manager** you must be truthful about your hiring decision. Should you find yourself in an interview with an unqualified candidate, do not give them any indication that you will get back to them if you have no intention of taking the process to the next step. Be honest with the candidate and let them know that they aren't qualified for the position that you are hiring for.

If you choose to use a recruiting source to assist you in your hiring needs are your intentions honest? Do you have unrealistic expectations? Are you prepared to pay their recruitment fee or work behind the scenes and cut the recruiter out of the loop? If not, this can definitely damage your professional reputation within the industry.

Most importantly, be honest with your self no matter what position you hold or what position you aspire to. Your word is your reputation in an Industry where you are only as good as your last success story.