



UNITED NATIONS



Career Tips Thursday - 22 June 2023

Managing your reputation

Exercise 1: Assessing your reputation from an external point of view

Trust is the main building block for **good reputation**.

- **To create trust** in your relationships, colleagues will be looking for evidence about your 1) **credibility**, 2) **predictability** and 3) **accountability** to deliver what you are responsible for in a timely manner.
- In addition, **ethics** and **integrity** also play a big role in how people perceive you and therefore, which kind of reputation you have with your coworkers.
- The last part of the equation is leadership. In which work areas are you taking the lead and demonstrating you are a capable, reliable person?

Exercise (10 minutes):

1. Think about three (3) different situations (one positive and two neutral or not as positive as you would like them to be).
2. Below the first column, write the name of the person/relationship/situation (positive or neutral) and think how the person may perceive you as a credible/predictable/accountable colleague.
3. In the second column, write how the person may perceive you as a leader on your area of expertise.
4. Finally, in the last column, write what you could do to influence their perception about you and how you will build trust.

Situation/name of person/relationship	How credible, predictable, and accountable this person thinks I am? (1=Low, 2=Medium, 3=High)	How does this person perceive me as a leader on my area of expertise? (1=Low, 2=Medium, 3=High)	What can I do to change their perception?