Integrity

Integrity is essential in the work environment as it enables employees and employers to trust each other to perform their work to the best of their ability. Individuals with integrity, value other people by dealing with them respectfully and in an honest and truthful way. If you have integrity, you follow through on the commitments you make and don’t make promises that you know you can’t keep. Employers sometimes describe integrity as ‘reliability’, ‘responsibility’, ‘conscientious’ or ‘ethical’.

How can I develop Integrity skills on my course?

- In all your academic work including essays and group projects acknowledge what is your own work and where ideas or contributions came from others.
- In seminars show respect for diverse opinions, make sure that you listen to other people’s thoughts and ideas and don’t constantly interrupt others when they are trying to speak.
- Turn up on time and be well prepared for your lectures, seminars, lab sessions and any appointments you make within the university.
- As far as possible, try and stick to your assignment deadlines and if you have a problem make sure you speak to someone who can help well in advance.

How can I develop integrity skills outside of my course?

- You could join a student society and stand for a committee position and ensuring it is run in a way that is fair and represents all its members.
- Volunteering, for an organisation or community group supporting people who may need help or support or has an ethical focus.
- Team sports have a strong emphasis on “fair play” and working for the team rather the individual.
- Understanding the importance of turning up on time, working hard and being honest are skills that any part time work can help you develop.

How do people show integrity in the workplace?

Royal Holloway graduates have used integrity skills as:

- A Criminal Barrister accepting instructions regardless of their own personal views about a case or client and building a case to help their client but without misleading the court.
- A Scientific Researcher using research methods and reporting their findings in a way that is transparent, honest, and ethical.
• **A Psychologist working** in a client centred and non-judgmental way and adhering to high levels of confidentiality.
• **A Fraud Analyst** working for a bank investigating forgery and theft within customer accounts.

**How will employers assess my integrity skills?**

If you are applying for a role and the job description states, they are looking for someone who can take responsibility for their own actions or has a strong work ethic or takes pride in their work then they are looking for integrity skills so make sure you can demonstrate this on your CV. You may also be asked specific questions on an application form or in an interview which are designed to assess your integrity skills. Examples of questions that could be asked include:

- Can you think of an example that demonstrates your commitment to integrity and honesty?
- Describe a time when you have spoken out against something which you didn’t think was right.
- Can you tell me about a situation when you took the responsibility for a team failure?

If you’d like to get some help with structuring your answers for application forms or interviews using the STAR technique, visit the CVs and interviews section of the [Careers Moodle](https://moodle.gla.ac.uk) site.

[ShortListMe](https://shortlistme.com), [Graduates First](https://graduatesfirst.co.uk) and [eCareersGrad](https://ecareersgrad.com) are available on the Moodle page to help you practice interview skills, case studies and psychometric tests.

For more ideas on how you can ‘sell’ your skills on your CV then please watch our [VIDEO CV workshop series, Part 3: Selling your 'Skills' on your CV](https://panopto.com) (panopto.com)

If you are applying for a graduate scheme or Year in Industry and are invited to an assessment centre, it’s possibly that employers will look to see if you behave with integrity. Assessors will want to see if you speak and treat others kindly and respectfully. You may also be given a case study or group exercise which could test your integrity. If you’d like to practice a group activity keep an eye out for the Assessment Centre workshops that run during the Autumn and Spring terms. These will be available to book via [The Careers Portal](https://careers.gla.ac.uk)

You can make an appointment to speak with one of our Careers Consultants via the [Careers Portal](https://careers.gla.ac.uk) where we can give feedback on your CV or application or help you to prepare for interviews and assessments, as well as help you think about your career options.