IN AN OFFICE

• Be on time for appointments & meetings. Come prepared.
• Ask permission to borrow, use or move equipment & supplies
• Be courteous about the workspace of others. Ask before entering
• Keep public and kitchen areas tidy
• Replenish what you deplete - supplies, coffee, copy paper, etc.
• Respect that others are working
• Avoid making personal calls/texts at work

SOCIAL MEDIA

• THINK BEFORE YOU POST
• Avoid posting comments about work, your boss, or coworkers
• Do not post inappropriate comments or photos on Facebook, blogs, etc.
• Use a professional email address
• Keep outgoing voicemail messages brief, polite, and professional
• Remember that online communication is NOT a replacement for verbal, personal contact

REMEMBER:

“You never get a second chance to make a first impression.”
GROOMING
- Hair & nails must be clean, well cut
- Brush your teeth and use mouthwash
- Bathe at least daily and use deodorant
- Use little or no cologne
- Makeup should be professional, enhancing your features, not overpowering them
- Facial hair should be clean, neat, and trimmed
- Wear conservative jewelry

APPEARANCE
Yes, you have a perfect right to be who you are. Just remember, employers have just as much right to say that lip rings are not the image they are trying to project. You will have to decide if your personal statement is worth more than the job. Of course, there are fields (trades, fashion, music) where no one would care about piercings, creative hair, tattoos, and body art.

DRESS
- Dress appropriately for the industry
- Clothes must be neat, clean, pressed and well fitting
- Wear clean, polished shoes
- Avoid:
  - Mini skirts
  - Low-cut/tight tops
  - Tank tops
  - Hats/hoodies
  - Sweats
  - Visible undergarments

COMMUNICATION
- Make eye contact and smile
- Listen closely and show interest in what others say
- Speak and write clearly
- Do not dominate the conversation
- Do not interrupt
- Avoid slang, off-color jokes, and topics such as politics, confidential information, etc.
- Respect others’ personal space
- Close a conversation with a handshake before leaving

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