

Guide for Conduct and Performance Expectations

Every organization has a unique culture and standards for job performance. The following outline of business performance principles takes a relatively standard approach to setting expectations. This may be viewed as the more advanced expectations beyond basic etiquette and self-motivation.

- 1) Integrity:** An intern exhibits the highest standards of professional and personal behavior. Integrity involves a commitment to be honest, trustworthy, and respectful, while having the moral courage and maturity to act.
- 2) Accountability:** An intern holds themselves accountable for the duties they perform on our behalf. They assume personal responsibility for the highest standards of work quality and in seeking professional self-development. This involves a commitment to actively seek and be receptive to constructive feedback, respect for and adherence to deadlines, and fostering self and team productivity through sound organization and attention to detail.
- 3) Commitment:** An intern is committed to achieving superior work and demonstrating professionalism. They realize that their work represents not just their own efforts, but the reputation of the organization as a whole. Beyond striving to do their best work, an intern is expected to demonstrate a high energy level, display pride, and have an overall sense of purpose. They also seek to impart these traits to coworkers and business affiliates.
- 4) Teamwork:** An intern recognizes that the success of our organization is reliant on the way we interact and cooperate with one another. An intern demonstrates a positive “can do” attitude. They recognize that a collaborative effort is better than an individual one and actively search for ways to involve the expertise of others to solve challenges. We maintain a friendly, courteous approach while demonstrating fairness and compassion in all our dealings.
- 5) Proactivity:** An intern always ask themselves: “What can I be doing to help my company, help my colleagues, help myself?” Taking such initiative involves actively looking for opportunities to cultivate business, assist coworkers and affiliates, and manage one’s own career with a goal-oriented approach. An intern is encouraged to develop decision-making experience and judgment to think and act independently.
- 6) Creativity:** An intern is eager to participate and share their thoughts to add value to group creativity. They are willing to challenge conformity and identify the best solutions to make active contributions in business planning and other collaborative settings.
- 7) Fiscal Responsibility:** A intern conserves the organization’s resources with the same mindfulness that they would use to conserve their own. They take pride in delivering quality work and bear in mind that time is a currency that generates money.