

Proper Business Etiquette

Getting in the habit of maintaining a professional demeanor is a wise endeavor. Let's face it, even those among the most experienced professionals can "cross the line" now and again. The basic question of "how to act" may not be as obvious to students. Internships often present the first opportunity for students to experience working in a professional environment. Office protocols can be in constant shift and vary greatly by organizational culture. As much as etiquette is common sense, the following reminders below are here for easy reference.

<i>Do ...</i>	<i>Don't ...</i>
<ul style="list-style-type: none">● Be polite● Be friendly● Be helpful● Be respectful● Be on time● Be sociable● Use company time appropriately● Put the company first● Dress professionally● Show appreciation● Control your emotions● Have a sense of humor● Take responsibility for your mistakes	<ul style="list-style-type: none">● Be rude to coworkers● Be condescending to your boss or coworkers● Be a chronic complainer● Interrupt others● Bad mouth the company/management● Lock yourself up in your office● Use company time inappropriately● Bring your personal life to work● Wear provocative clothing● Have an office romance● Use drugs or alcohol at work● Gossip● Say it's not your job