



Take the time to do it right.

It may be a cliché today, but this statement is very true. Be ethical and professional in all your dealings with employers. They will remember more clearly the very first minutes they meet you, so make it count.

ALWAYS

Dress well; show up early

Be truthful (résumé, application, LinkedIn)

Keep scheduled interview appointments; If emergency arises or accept another job, promptly tell interviewer

And remember to:

- Be open minded
- Respect colleagues
- Establish priorities/goals
- Demonstrate integrity
- Be a problem solver
- Communicate effectively
- Build your network
- Be on time
- Keep phone silent
- Listen carefully
- Show initiative
- Show adaptability
- Dress appropriately
- Go above and beyond
- Be self-aware
- Ask questions
- Help your teammates

NEVER

Understate/overstate your accomplishment

Reneg on a job offer after accepting it, damaging your reputation

Volunteer negative information or use offensive language

Badmouth previous employer

Just don't do it:

- Use work time for personal business
- Gossip about boss/colleague
- Stop asking questions
- Dress inappropriately for an office setting
- Reply "all" to an email chain
- Bring emotions into the office
- Whine to anyone
- Stop learning
- Share sensitive information
- Wear fragrance
- Microwave stinky lunches

Your conduct, behavior and attitude in a business environment is absolutely essential to your work success and professional reputation.

You do not have to have already worked in a specific profession to demonstrate professionalism.

"You don't get a second chance to make a good first impression!"

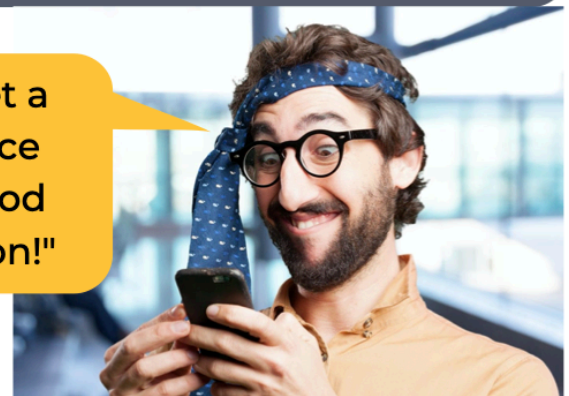


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