

DO'S

VERSUS

DON'TS

OF PROFESSIONALISM



DO

Speak up when you have something meaningful to contribute to the conversation.

Be a real person with outside hobbies and interests and communicate these to your coworkers at appropriate times.

Pay attention to how you are communicating. Keep emails polished and clean, avoiding being overly casual.

Take initiative. Think of your job description as a jumping off point, and then aim to stand out.



DON'T

Avoid talking just for the sake of talking. If you don't know the answer, try saying "I'm not sure, but I would love to learn more."

No gossiping or speaking poorly of your coworkers. Try to keep excessive personal matters out of the workplace, too.

Don't stay quiet if there is a problem, regardless of where you think you might "stand" in the hierarchy at your workplace.

You shouldn't ever be late, as this comes off lazy. Account for traffic and other unforeseen circumstances when planning your commute.