



11. Swearing/inappropriate conversations. It may not be gossip, but it is still not recommended for the workplace. Swearing makes you look unprofessional, so avoid swearing. Be aware of how much time you spend in small talk and personal conversations. If chatting turns into a half hour conversation, it interferes with productivity. Remember you're being paid to work, if someone appears to want to chat more, do so later. **Note:** Be mindful weary of speaking about money, politics, religion, family problems, medications, and intimate relations.

12. Be on time. Arrive a few minutes early so you can get settled in without rushing and start work on time. If you are going to be more than 5-minutes late, call your supervisor and let him or her know the situation. Consider the traffic and weather when leaving for work.

13. Don't use your cellphone. Unless your cellphone is specifically a business phone, turn it off when you are at work. If you are expecting an important phone call, be sure to let your supervisor know so that there aren't any misunderstandings.

14. Smelly food. Make sure your lunch isn't smelly. Odors like onions, garlic and fish can be very offensive and can make the whole office smell. Be considerate of others who might have food allergies and could be affected by the smell or their food meeting yours.

15. Be polite and know the names. Using "please" and "thank you" can go a long way. Always be nice to your coworkers, including custodial staff and service technicians. It is always good to make positive connections. Never judge your coworkers based on appearance, their position, or for any other reason.



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Workplace Etiquette



Be Your
BEST *You!*

 **Cats to Careers:**
Pursue *YOUR* Path!

Etiquette

Workplace etiquette provides an atmosphere of respect and consideration for fellow coworkers and the shared office environment. Listed as follows are a set of general guidelines that all employees are expected to follow to provide a happy and healthy atmosphere. Many of these tips are routines that you may already follow and will easily be transitioned to the workplace.

It takes equal effort from all employees to maintain a level of professionalism, benefitting the office.



15 Tips on Etiquette

1. Save social networking sites for home.

Playing on the Internet can be distracting and unproductive. If you need a mental break, get up, take a quick walk around the room, stretch, organize some magazines, or get some water. Do things that will help you get back on task.

2. Dress appropriately. Always dress to match the business. It is worthwhile to invest in getting some business casual clothes (suits, blouses, dress pants, etc.). Prepare for the weather too. If it is going to be hot where you are working, you can find professional outfits that are lightweight and appropriate.

3. Watch what you say. Leave the gossip to trashy magazines, not at your business. It can decrease morale and trustworthiness. Avoid talking about coworkers; you never know what might get around.

4. Keep your workplace tidy. At work, we often share spaces. Always pick up your area before leaving. It should help you stay organized, and it will also help to avoid clutter that can affect productivity.

5. Observe proper hygiene always. Please bathe/shower frequently and wear clean clothes. Don't wear strong perfume or cologne, as it can cause allergic reactions for some people.

6. Follow deadlines. If you say you are going to complete a task in a certain timeframe, stick to that commitment. If you find that it isn't possible communicate that early on to the person who is counting on that deadline.

7. Communicate! Businesses thrive on effective communication between employees as well as clients. Do your best to respond to messages promptly.

8. Never steal office supplies. You may think that bringing home a pencil or staples is not a big deal, but imagine if every employee brought home office supplies. Don't cause your company to have increased expenses.

9. Be kind to your coworkers. Patience, and compassion are important to the workplace. Notice the accomplishments of others. Compliments and encouragement can bring so much more productivity and positivity to an environment.

10. Think before you speak. In a shared work environment, everyone concentrates differently. Be respectful of your coworkers and their needs. Also, listen first before you speak. Watch what you say and the way you say it. Be mindful of other people's privacy.

