



The basic rule of thumb is to treat others as you would like to be treated.  
The following are some basic tips:

### In General

Smile! Friendliness goes a long way.

Keep conversations about our work, our colleagues and clients positive. It's important to bring up challenges in a constructive manner.

Wait until someone is finished speaking before making your point.

Never interrupt.

Focus on our work. Anticipating surfing the web, phone calls, and Facebook updates can wait until you are on break.

Avoid controversial topics (politics, religion); instead chat about safe topics like sports and news facts (not opinions).

Be tactful and diplomatic when you are exposed to confidential and/or personal conversations.

Avoid making assumptions about someone's intent. If you are concerned with something, give the individual the opportunity to clarify in a non-confrontational manner.

Avoid profanity/swear words.

### Your Supervisor

Make sure that you understand your supervisor's expectations. If you aren't sure, ask.

Embrace new projects. If you have concerns about your workload, bring them up as soon as possible.

Bring ideas to your supervisor.

Arrange for regular check-ins with your supervisor, especially when starting new projects.

Accept constructive feedback as a gift. Don't take it personally.

Give your supervisor as much notice as possible if you won't be able

