

JOB WON! Worksheet

An excerpt from Phil Blair's Book

Office Etiquette

There are proper and appropriate ways to behave in any social situation, including your workplace. In fact, it's particularly important that you know how to act at work, given that it's where you will spend many of your waking hours and upon which you depend for your livelihood.

Good business etiquette basically boils down to three things: integrity, politeness and consideration. Treat everyone with respect, from the president of the company to the guy who takes the lunch orders. Be a good listener. Be on time to meetings. Offer congratulations happily. Return calls and emails in a timely fashion. Be careful with humor. Don't swear. Be considerate of others' workloads. Say "please" and "thank you." All of the things I suggested you do during the interview process to make sure you are noticed are the same things to do once you have the job...so that you get noticed. Amazing how that works!