

WORKPLACE ETIQUETTE

ONCE YOU LAND YOUR JOB, WHETHER IT'S TEMPORARY, PERMANENT, SEASONAL, PART-TIME, FULL-TIME, IF YOUR VOLUNTEERING OR TAKING PART IN PAID OR UNPAID INTERNSHIPS THERE ARE CERTAIN THINGS YOU MUST DO IN ORDER TO MAINTAIN AND BE SUCCESSFUL IN THAT POSITION.

IN MOST CASES, THE EMPLOYEES WHO ARE DEDICATED, ETHICAL, AND PROFESSIONAL ARE ALWAYS GIVEN PREFERENCE OVER OTHERS. BUILDING A NETWORK OF PROFESSIONAL, CARING ADULTS IS IMPORTANT BECAUSE THEY CAN BE UTILIZED AS REFERENCES TO POTENTIAL EMPLOYERS, AND THEY CAN ALSO GUIDE YOU IN YOUR CAREER. THAT IS WHY IT IS VERY IMPORTANT TO "TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED" IN THE WORKPLACE.

WHEN STARTING A NEW POSITION THE FIRST THINGS EMPLOYER NOTICE ARE YOUR JOB HABITS. BEFORE THEY CAN ASSES YOUR ACTUAL JOB SKILLS, THEY WILL SEE HOW YOU FIT INTO THE ORGANIZATION. BELOW YOU WILL FIND A LIST OF WAYS YOU CAN MAINTAIN YOUR JOB.

BE ON TIME



- USE AN ALARM CLOCK OR SET THE ALARM ON YOUR PHONE.
- PLAN RELIABLE TRANSPORTATION.
- TRY TO ARRIVE 10-15 MINUTES EARLY.
- PREPARE YOUR CLOTHES, FOOD, ETC. FOR THE NIGHT BEFORE.
- TRY TO GET AT LEAST 8 HOURS OF SLEEP AT NIGHT.

FOLLOW COMPANY RULES AND SAFETY RULES



- MAKE SURE YOU KNOW HOW/ WHERE TO DOCUMENT HOURS (TIME-SHEET, PUNCH CLOCK, ETC.) SO THAT YOU GET PAID PROPERLY AND ON TIME.
- TAKE TIME OFF ONLY WHEN REALLY NEEDED.
- IF YOU ARE GOING TO BE LATE OR CANNOT MAKE IT TO WORK, CALL YOUR SUPERVISOR AS SOON AS POSSIBLE TO LET THEM KNOW.

DO YOUR JOB WELL



- HAVE A POSITIVE ATTITUDE.
- BE OPEN TO FEEDBACK FROM SUPERVISOR.
- LEARN FROM OTHERS
- BE DEDICATED, MOTIVATED AND COMMITTED TO YOUR JOB.

WEAR APPROPRIATE CLOTHING



- FOLLOW THE SAME RULES AS FOR A JOB INTERVIEW.
- IF A UNIFORM IS REQUIRED, MAKE SURE IT IS CLEAN AND PUT TOGETHER THE PROPER WAY.
- MAKE SURE YOU ARE GROOMED.

COOPERATION



AS AN EMPLOYEE YOU SHOULD BE A GOOD TEAM PLAYER. MEANING YOU SHOULD HAVE EXCELLENT INTERPERSONAL AND TEAMWORK SKILLS. YOU SHOULD REFRAIN FROM CREATING OR INFLUENCING ANY KIND OF NEGATIVITY IN THE WORKPLACE. BE A TEAM PLAYER. ALWAYS HELP YOUR TEAM ACHIEVE TARGETS BY GIVING AND TAKING SUGGESTIONS FOR HELP.

DON'T USE DRUGS OR ALCOHOL



NEED WE SAY MORE?

GET ALONG WITH YOUR SUPERVISOR



ASK QUESTIONS IF YOU DON'T UNDERSTAND SOMETHING.
OFFER TO HELP/ VOLUNTEER TO TAKE ON TASKS.
BE HONEST!

KEEP PROFESSIONAL AND PERSONAL LIVES SEPARATE



AVOID GOSSIPING.
DON'T MAKE/TAKE PERSONAL CALLS.
DON'T TEXT OR USE SOCIAL NETWORKING SITES TO COMMENT ABOUT WORK OR THE PEOPLE YOU WORK WITH.

**FOLLOW THE SIX PILLARS OF ETHICAL CHARACTERISTICS
WHEN YOU ARE AT THE WORKPLACE.**



Trustworthiness Respect Responsibility Fairness Caring Citizenship

City of Worcester Youth Opportunities Office

City Hall 4th Floor, 455 Main St., Worcester, MA 01608

Telephone (508) 799-1400 Fax (508) 799-1406

E-Mail: youth@worcesterma.gov

