Whether you are working a part-time job on campus, a part-time job in the community, going to an internship/externship/clinical experience, or working full-time in your field, it is important to keep the following professional etiquette tips in mind.

- Demonstrate a willingness to learn and adapt to change. Times change, people change and companies change. Accept quickly that things will change and be ready to learn how it will affect your job so you can do your best.
- Do not complain about your job, clinical site, internship or graduate school on social media. Think about your personal brand. Have a positive attitude about your work and address your concerns professionally that is not on social media.
- Be respectful of superiors with a higher rank than you by standing when they enter your work space. Do not use the first names of senior staff members unless they tell you otherwise.
- “You are always interviewing.” Whether it is for your current job or a future job, the brand you market today predicts what you could be doing tomorrow. Make your brand a positive one that is a good example for others who aspire to follow your example.
- Practice professionalism with cleanliness. Clean up after yourself in the office kitchen, recycle properly, throw paper towels away in the restroom, and keep your work area neat if you share it with others.
- Go out of your way to introduce yourself to the new person in the office. Take the extra time to train them or answer questions about your specific role. They may be your supervisor one day.
- Arrive on time to meetings or appointments. Turn off noisy devices during the meeting, unless they are necessary for the content of the discussion. Stick to the agenda and do not ask inappropriate questions.
- Dress for success. While interview attire usually requires a business suit, look into the attire suggestions for your specific work environment and
abide by them. Dress professionally so others will be paying attention to what you are saying over what you are wearing.

- Be organized, punctual and dependable in everything that you do.
- Be trustworthy, respectful and ethical in everything you do. Abide strictly by confidentiality agreements and follow up with Human Resources with any issues in a professional manner.
- Be yourself while striving for excellence in anything you do. Get to know your weaknesses and work on them so they can one day become your strengths. Nobody is perfect. Those who strive to get better at their work stand out to their supervisors and are usually the first ones to get a promotion.
- Regulate personal cell phone usage and keep personal affairs out of the workplace unless you have previously arranged it with a supervisor.
- Communicate clearly in writing and in person. Write professional emails and return phone calls regularly.
- Keep others up to date on your successes and your goals. Continue to grow your network as others in your field may have a close connection to those who can assist you in your job search or promotion process.
- Be a team player in all you do, and do not adhere to the negativity of those who are not.

Resources:

[https://www.livecareer.com/career-tips/career-advice/professionalism](https://www.livecareer.com/career-tips/career-advice/professionalism)


[https://www.forbes.com/sites/bonniemarcus/2015/03/02/self-promotion-is-a-leadership-skill/#5bdbeda04e77](https://www.forbes.com/sites/bonniemarcus/2015/03/02/self-promotion-is-a-leadership-skill/#5bdbeda04e77)