

Professional Etiquette

Business Etiquette



Mountain Education Charter
High School

Email Etiquette

- ❑ Address your emails with “Dear Mr./Ms._____.”
- ❑ Have a professional email address (no brewdawg@uga.edu or iluvsoccer@ymail.com)
- ❑ Be sure to check your email regularly while job searching. Company representatives may ask for an interview in less than 24 hours.
- ❑ Do not use emoticons like smiley faces, hearts, or overuse exclamation points.

Email Etiquette continued...

- ❑ Use complete sentences and check for grammatical errors. While spell check may be helpful, it may not catch every error. *NO text talk.*
- ❑ Conclude your email with a professional signature that includes your full name, school, graduation year, phone number, and email address Optional: clubs you are involved in and leadership roles you hold, professional website, professional social media accounts, or an online portfolio. *Do not put a quote at the end of your signature.*

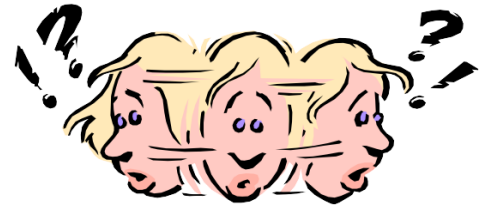
MEETING AND GREETING

Who introduces who?

- Traditionally, a man is always introduced to a woman. Not necessarily in business.
- Highest person of rank is mentioned first. Remember: “Big, may I introduce Small.”
- A younger person is always introduced to an older person. It is helpful to include the persons title.

TRICKS FOR REMEMBERING NAMES

- Repeat the person's name a few times to yourself after you're introduced.
- Use the person's name immediately in the conversation after an introduction.
- Immediately introduce that new person to someone else you know.
- Jot down the person's name



Voicemail

- ❑ Leave a professional greeting that states your full name, what information to leave you, and state how you will follow up.
- ❑ Take off all ring-back tones.
- ❑ Do not have extraneous noise in the background of your message.



Leaving a Voicemail

When leaving a voicemail, clearly state your full name and spell it if necessary. State your purpose for calling concisely (30 seconds or less). Slowly state your phone number and consider repeating it along with your name.



Social Media

- ❑ Clean up social media sites (Facebook, Twitter, LinkedIn, etc.).
- ❑ Remove questionable items (political views, religion, marital status, controversial pictures or other items) from your site.
- ❑ Make your accounts private while job searching and consider keeping it private after you get the job.

Social Media continued....

- ❑ Google your full name in quotes to see what information potential employers could find about you.
- ❑ Do not “friend” on Facebook or connect with anyone you interviewed with on social media sites.

Social Media continued.....

Do not post about your interviewing experience on Twitter or Facebook. Employers may be able to access information you posted even though you made the content private.

Regularly check your privacy settings because they may be modified or lost with new updates.



Dining Etiquette

General Tips

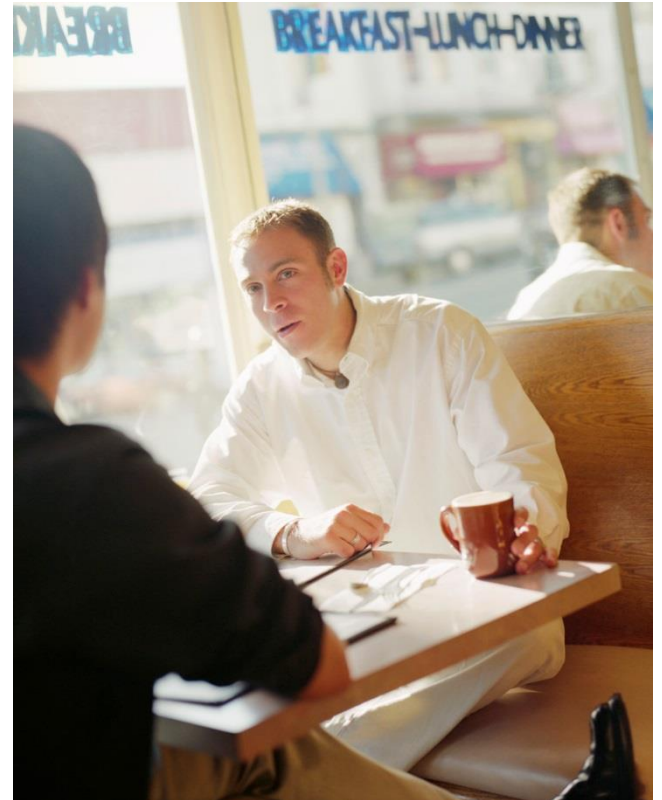
- Keep your elbows off of the table.
- Watch how you hold your utensils to ensure you are not intruding on someone sitting beside you with your elbows.
- Cut between one to three bites of food at a time.
- Be polite. Remember to say please and thank you.

Dining Etiquette continued...

- ❑ Open your napkin below the table and place it in your lap with the fold closest to your waist.
- ❑ If you have to get up during the meal, leave your napkin in your chair.
- ❑ Place your napkin to the right of your plate, not in your food, at the end of the meal.

Dining Etiquette continued...

Often the person who initiates the meal will cover the cost, but it is polite to offer to pay. Do not insist on paying, however. Be sure to thank them.



Entrée Selection

- ❑ Choose a meal that is easy to eat (i.e. entrees without a lot of sauce or things that can drip) and you do not have to pick up with your hands.
- ❑ Select an item in the mid-price range.
- ❑ Do not order alcohol.



Eating Tips

- ❑ As a general rule of thumb, use the utensils on the outside and work your way in.
- ❑ Your drink will always be on the right and your bread on the left.
- ❑ Always taste your food before seasoning.
- ❑ If you have a roll, break off pieces and butter them individually

Eating Tips continued...

- ❑ Place your knife horizontally at the top of your plate with the sharp edge facing towards you after you are done using it.
- ❑ Leave some food on your plate and take small bites.
- ❑ When eating soup, always scoop away from yourself and never slurp.