Etiquette Tips for Student Employees at Ohio University

Your student employment at Ohio University should be both enjoyable and a valuable learning experience. To be successful in your position you should follow these guidelines:

Never arrive at work under the influence of drugs or alcohol or smelling of alcohol or drugs.

Be dependable and punctual. If you are unable to come to work or will be late, call your Supervisor before the start of your shift to let them know.

Dress appropriately for work and follow any departmental guidelines. Normally, office casual is appropriate. Clothing should always be neat and clean. Here are some examples of not what to wear: clothing that exposes your midriff, open-sided muscle shirts or clothing with profanity or language that may be considered offensive. If you are unsure if something is appropriate, seek advice from your Supervisor.

Personal Hygiene is important. Employees are expected to practice daily hygiene and good grooming habits.

Have a positive attitude towards others. Smile and be polite. Be sensitive to cultural diversity.

Be courteous to your co-workers, managers and customers.

Always speak and act in a professional manner. Do not speak in a raised voice or invade someone’s personal space.

Get to know your co-workers. Seek advice or instruction from them and assist them as needed.

Understand your job description and work to meet or exceed the position requirements.

Stay on task and be able to work independently when your supervisor is not available.

Be self-motivated and ask for additional work during slow periods.

Let your manager know about any ideas you may have to improve your work.

Follow the department’s policies about breaks and eating or drinking at your workstations.

Never eat or drink while attending to customers.

Put away personal cell phones or other electronic devices away so that you are not distracted from your work duties. Do not use ear-buds or headphones unless approved by your Supervisor.

Refrain from doing schoolwork instead of work duties when on your shift unless approved.

Do not share confidential information with others including Social Media.

Complete your time sheet accurately and on time to ensure you receive your paycheck on the scheduled pay date.