You Only Get One Chance to Make a First Impression

Clean Up Your Digital Presence

- Monitor Your Social Media Presence (Photos, Comments, Posts, etc.).
- Make Sure Your Personal Voicemail and Automated Mail Signatures are Professional

Act Professionally

- Dress Professionally
- Be On Time or Early

Communicate Professionally

- Do Not Be Too Familiar or Assume You Are on a First Name Basis
- Use proper salutations. Do not say “HEY” say “Hello”
- Be Sure to Not Speak Over Anyone, Listen, Fully Answer Questions, and Follow Directions
- When Emailing or Filling in Applications, Use Proper Punctuation, Capitalization, Correct Spelling, and No Emojis.