

## Being Professional

So, what the heck does “being professional” mean. I’ll define it as being the best representative of yourself and of your company. This is difficult to define and is not necessarily reflected by the actions and attitudes of those around you.

Dress appropriately – You can take your cue from your management and their management. Err on the side of slightly overdressed vs underdressed. I’ve been in a company where ties were common but not required – wear a tie. I’ve worked in a company where the CEO wore jeans and sandals – I wore khakis. Most companies these days are business casual: khakis, polo shirts, casual dress shoes. The exception is when meeting with customers – always dress up.

Don’t curse – EVER. It doesn’t matter how many times your boss drops the F-bomb – don’t do it.

Don’t lose your temper – save it for the gym later

Don’t be inappropriate – The workplace is NEVER the place for dirty jokes, risqué posters or any non-work-related emails

No BS – Most engineers, any good manager and your customer can smell BS from a mile away. They may not call you on it, but they will remember, and it will impact your career opportunities moving forward.

Provide your best work – ALWAYS. Never “call it in” or take shortcuts. If you need help – ask for it. If you need more time – ask for it. If you just don’t have the skills – admit it.

Show respect for those around you – janitor to CEO.