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CAREER SERVICES



Do not just walk away if you see someone more interesting. ALWAYS make a closing statement before moving on.

Examples of closers:

! " Please excuse me. It was nice talking with you.

! " It was really a pleasure to meet you. I'll look forward to seeing you again soon.

! " I enjoyed talking with you. I hope to see you again soon.

Summarize what was said, "Oh, it looks like you have a fascinating job and I wish you good luck on your project."

Learn how to express closing statements.

If graceful disengagement doesn't work, be more direct: "I see it is really getting late and I really must go," then back up physically. As a last result, say a parting statement while you are shaking hands to say good-bye.

Always have enough.

Are a personal reflection and should not be wrinkled, scribbled on, have lines crossed out, outdated or soiled.

Carry in a card case to keep fresh and protected.

Present the card with the print facing the recipient.

Your name should be the largest print on the card.

Don't write on business cards in front of others.

Never exchange business cards while dining.

Learn how to juggle napkins, glass and business cards gracefully at networking events.

Never pass them out like you are dealing cards or handing out a flyer to a grand opening.

It is polite to comment on the card before putting it away rather than immediately stashing it in a pocket without looking at it.

If one person asks for a business card, the other should offer his/hers in return.

Before offering your business card to someone, always say, "May I give you my card?"

Do not force your card on anyone or offer it early in a conversation.

Junior staff should not give or request cards from senior executives. Let the senior executive ask for your card.

Offering to pay for the check if asked to a lunch/dinner meeting is always polite and shows good will. However, it is customary for the individual who extended the invitation to cover the check.

Always have an agenda; know why you are attending the event and memorize names of those you wish to meet.

Do not leave home without your business cards.

Never rush into a room. Step to the right when you enter and pause to look around the room.

Do not head for the bar or the food.

Greet your host first, if possible. Do not monopolize the host's time.

Introduce yourself to other guests.

Do not carry a bag or notebook that fills your hands.

Hold food or drink in left hand to leave right hand open.

Avoid only talking with persons you know.

Never go to an event hungry.

Stay away from foods that are messy or that can't be eaten in one bite.

Write a thank-you note within 24 hours.

Remember you represent your company.

Cooperate, get along with co-workers and develop a relationship of mutual support.

Focus on the positive qualities and inner potential of co-workers' strengths, not weaknesses.

Be friendly, but do not join a clique.

Spend time observing how people act, who performs well and who takes a positive view toward the job and organization.

Beware of the grippers and avoid the office gossip.

Do not talk about co-workers behind their backs.

Communicate effectively by voicing concerns, challenges and accomplishments.

Do not use co-workers as confidants. A peer may someday be your boss, or you may be his.

Be nice, polite and friendly to everyone, including individuals who work outside of your department.

Exchanging holiday gifts with co-workers at office:

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Be discreet when exchanging gifts with one another and away from other coworkers not receiving any gifts.

