MAKE A GOOD IMPRESSION

Want to make a good impression with your supervisor? Here are a few tips to help you make the right impression.

Make the most of your experience
+ Observe and learn the workplace culture to be professional in the workplace
+ Communicate regularly with your supervisor about work priorities and projects
+ Seek clarification to determine expectations, timelines and priorities (especially if you’re unsure about how to proceed on a project)
+ Make a point to get to know everyone in your department
+ Join industry associations
+ Ask for extra projects if you have time
+ Volunteer for task forces, committees and teams
+ Be tactful if you disagree with your supervisor or colleagues—learn from mistakes and move forward
+ Offer to make presentations at meetings or functions
+ Be on time—call your supervisor if you’re going to be late
+ Follow office policies for illness
+ Be aware of workplace policies (e.g., computer use)
+ Refrain from participating in office politics
+ Consult your supervisor if you’re overwhelmed with your workload