



Workplace Etiquette Scenarios

Directions: Anna just started her job shadow at the XYZ Corporation, and she's facing some challenging situations. Read each section and decide the best way for Anna to respond.

1. Anna is getting dressed for her job shadow at the XYZ Corporation. When she visited the company previously, she noticed many employees wore jeans, t-shirts, and sneakers. Anna wants to make a good impression and wants to fit in with her co-workers. How should she dress?
2. When Anna arrives at the office, she approaches a very busy receptionist. She introduces herself and says she is here for the job shadow day. The frenzied receptionist has no idea what Anna is talking about and is somewhat unfriendly. What should Anna do?
3. Finally, Anna meets her host, who keeps her engaged in a variety of tasks. Suddenly, her host is called into a meeting. After an hour, Anna has completed the tasks on her list. She is bored and not sure what to do next. What would you advise Anna to do?
4. Anna finds herself in the cafeteria with some employees of the company who are close to Anna's age. They are gossiping about their boss, who she's noticed can be very demanding. What should Anna do?
5. A recent college graduate who works at the company has been assigned the job of showing Anna what her workday is like. She is very helpful. Anna wants to thank her at the end of the day, but she is nowhere to be found. Anna remembers her first name, but not her last name. What should she do?