



PROFESSIONAL BEHAVIOR

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Communication

- It is important to be able to effectively communicate what your trying to explain to others.
 - *Being able to clearly explain how you solved an issue or leaving detailed notes for the ticket someone else is going to receive it.*
 - *Using correct spelling and punctuation.*
 - *Make sure you when you communicate you shouldn't leave the other person trying to interpret the meaning of what you said.*

After ticket is done

- It is important to take the initiative to communicate with the staff to make sure the issue has been solved.
- Don't wait until the person contacts you with a problem relating to the one that you fixed.
- Make sure to leave a clear and detailed note on what you did in the room and how you solved it.

Work Ethic

- One of the core values that is very important to have is integrity.
 - *Being honest with your work and not taking it from others*
 - *Respecting co-workers decisions and advice*
 - *Recognizing that if you are struggling with something you can go to others for advice or help with the situation to get the job done correctly.*
 - Being organized and completing work in a timely manner.
 - To accept tasks with a positive attitude, not grudgingly.

Everyday Work

- Always come to work dressed appropriately
- Get to work on time and stay until your day is up
- Start and end the day with a positive and professional attitude