

U.S. WORKPLACE EXPECTATIONS

Attendance & Punctuality

- **Be on time** – lateness can be viewed as disrespectful
- Typical workday is 8am – 5pm, Monday – Friday
- Expectations about time off can vary
- If you are invited to a meeting, arrive or join by the start time
- If you must be late or absent, notify your supervisor of delay as soon as possible



Office Environment

- Your workplace may range from formal to casual attire
- Do research and consider how other employees may have been dressed at your interview
- Business professional attire is typically a safe choice
- Meetings are a large part of American workplace culture – **if invited, you are expected to attend**
- Important decisions may not be made in the meeting itself, but employee input may be sought

Individual Work

- Provided training will vary from company to company – you may be expected to begin work on your own quickly
- You are expected to complete assignments and engage in daily work tasks on your own unless this work has been identified as a team project
- **If you don't know, ask questions!**



Diversity & Professionalism

- Americans, in general, are polite but enjoy personal privacy
- Americans may be curious and ask questions about your culture but have a limited understanding
- Most Americans are not aware of immigration requirements that may impact you
- Diversity in the workplace is often encouraged and celebrated
- Sexual harassment is not tolerated in the workplace – avoid allegations by maintaining physical boundaries and carefully selecting your words
- **Always consult the employee handbook for company policies**



Dos & Don'ts

- Respond verbally with “yes” or “no”, non-verbal communication may be misinterpreted
- Be respectful of personal space, maintain about an arms-length distance
- Quickly learn the names of your colleagues
- Conversations in your native language may be misunderstood as discussions about the non-native speakers around you. Consider the use of English in group settings.
- Actively participate in meetings that relate to your work
- Employer-provided technology should only be used for work-related purposes
- **If you don't know, ask questions!**

