

JobTIPS



KEY POINTS - Greetings & Goodbyes

It is expected that you will greet most of your co-workers, supervisor, and customers at work.

Here is what you should do when you greet someone or when you say "goodbye":

1. Face towards the person.
2. Look them in the eye if you can; or at least look at some part of their face.
3. Smile at them.
4. Make your voice sound upbeat.

It is expected that you will say goodbye to your co-workers, supervisor, and customers at work.