Your Tip Sheet for Virtual Etiquette

Remember, professionalism applies online as well! Want to make a good impression?

Be sure to follow this guide for your next Career Centre workshop, and beyond!

Top Tech Tips

- Have your camera on (whenever you can)
- Be patient with other attendees’ circumstances
- Mute yourself when you are not talking
- Got any tech difficulties?* Communicate to the hosts
  *Test your audio and/or video before the session

Be Punctual

Always opt to be the waiter instead of the waitee!

Minimize Distractions

Find a quiet environment that is conducive to focusing, if possible.

Prepare to Interact

Many of our workshops will have time for students to participate.

Lessen Multi-Tasking

Give your full attention and respect to the session and other participants.

Be Proactive

Ask questions, make comments—any way to show your engagement.

Reflect on Learning

How are you absorbing the information? What is working or not working for you?

References
