Corporate Cultural Etiquette

**Corporate culture**: is the psychology, attitudes, experiences, beliefs and values of an organization. The culture of an organization affects the way members interact with each other internally, as well as with stakeholders outside the organization.

**Characteristics of a healthy culture:**
- Acceptance and appreciation of diversity
- Regard for and fair treatment of each employee
- Employee pride and enthusiasm for the organization
- Equal opportunity for each employee to realize their full potential
- Strong communication with all employees regarding policies and other issues
- Strong leaders with a sense of vision
- Ability to compete in industry innovation and customer service
- Lower than average turnover rates
- Investment in learning, training and employee knowledge
- A strong commitment to the community in which the organization operates
- First 90 days, or longer, you are establishing your reputation

**How to Assimilate & Building Reputation**
The following factors contribute to your ability to adapt to your corporate culture and establish a positive reputation to your new employer:
- Dependability
- Attitude
- Job knowledge/Training
- Commitment
- Avoid negative influences
- Fraternization
- Express your views
- Learn to work with others
- Accept change
- Leadership*

*Be a leader from day ONE. Set an example, motivate others and learn good leadership traits. Nothing will affect your success more throughout your career than your ability to lead others and work with others.

**How Do You Know the Corporate Culture?**
Ask and observe to determine a company’s culture. Ultimately, you won’t fully know the culture until you are actually a part of the organization and have assimilated to it.
- Observe (try eating at the cafeteria)
- Ask questions
- YOU must adapt to the organization

**Resources**
University Career Center
UC 2.02.04 (Main Campus)
BV 1.304 (DT Campus)

http://www.utsa.edu/careercenter