



## WORK VS. SOCIAL: A CHECKLIST FOR HOLDING THE LINE

### FOR THE BOSS:

- Communicate directly with an employee only if their supervisor is involved (unless the communication involves a report of inappropriate behavior against the supervisor).
- “Friend” or “Follow” your employees on social media with caution. Don’t inadvertently project a tone of familiarity that makes you or them uncomfortable.
- Before socializing with employees away from the office, set your boundaries and stick to them.
  - Explicitly state how long you are willing to stay and what you are willing to pay for,
  - Clearly communicate your expectations for seeing them next in the work environment.
- Before planning a retreat or session away from the office, communicate your expectations regarding not only the purpose of the meeting, but your desired outcome as well.
  - Communicate expectations for appropriate behavior and the boundaries you expect to be in place.
- Remind yourself that e-mails and text messages have a “tone” for your employees.
  - Before you hit “send”, read your message back to yourself and edit accordingly.
- Don’t be shy about reminding employees that you are the boss in the work environment.
- Respect your employees’ personal time and space – give them a break!

### FOR EMPLOYEES:

- Respect the chain of command, the relationship, and the established lines of communication.
  - Make your supervisor the first recipient of your communications
- Be mindful of your social media posts
  - Consider how your posts might be received by someone who may not know your personal life or sense of humor.
  - Think about how a post might be interpreted if you aspire to be a potential future leader in the company or move to another company to expand your own career.
- Before you socialize with your boss and peers, set some parameters for yourself before the event begins.
  - Decide in advance what constitutes “remaining in control” for you and follow that guidance.
- Before sending e-mails and text messages to your supervisor or peers, read your message back to yourself and edit as needed.
  - Remind yourself that e-mails and text messages have a “tone” and stay aware of what tone your messages convey.