CSIBER, KOLHAPUR

# Digital Etiquette & Equipment Readiness

*Be digitally prepared. Represent yourself professionally.*

## Purpose

Digital professionalism is essential for online interviews, virtual meetings, recruitment assessments and workplace communication. Students should use digital tools responsibly and ensure that their technology is ready when required.

## Guidelines

- Use a professional email address and maintain a clear, appropriate email signature.
- Keep your LinkedIn profile and other career-related professional profiles accurate and up to date.
- Use a suitable profile photograph and communicate professionally on digital platforms.
- Check that your laptop or computer, webcam, microphone, speakers and required software are working.
- Test your internet connection, audio and video before an online interview or assessment.
- Keep your device charged and keep necessary documents, resume and links readily accessible.
- Choose a quiet, well-lit location with a clean and professional background for virtual meetings.
- Mute notifications and avoid unrelated device use during interviews and meetings.
- Use respectful language in emails, chats and online meetings; join sessions on time and follow meeting etiquette.
- Protect personal and organisational information, use strong passwords and follow cybersecurity best practices.

**KEEP IN MIND**

Your digital presence and responsible use of technology are part of your professional identity.

Professional readiness is built through consistent everyday habits.