

Hello. It looks like you're using an ad blocker that may prevent our website from working properly. To receive the best experience possible, please make sure any blockers are switched off and refresh the page.

If you have any questions or need help you can email us

distracted during meetings (27 percent). Workers, on the other hand, pointed to gossiping about colleagues (28 percent) as the most prevalent breach of workplace etiquette.

Jun. 02, 2015



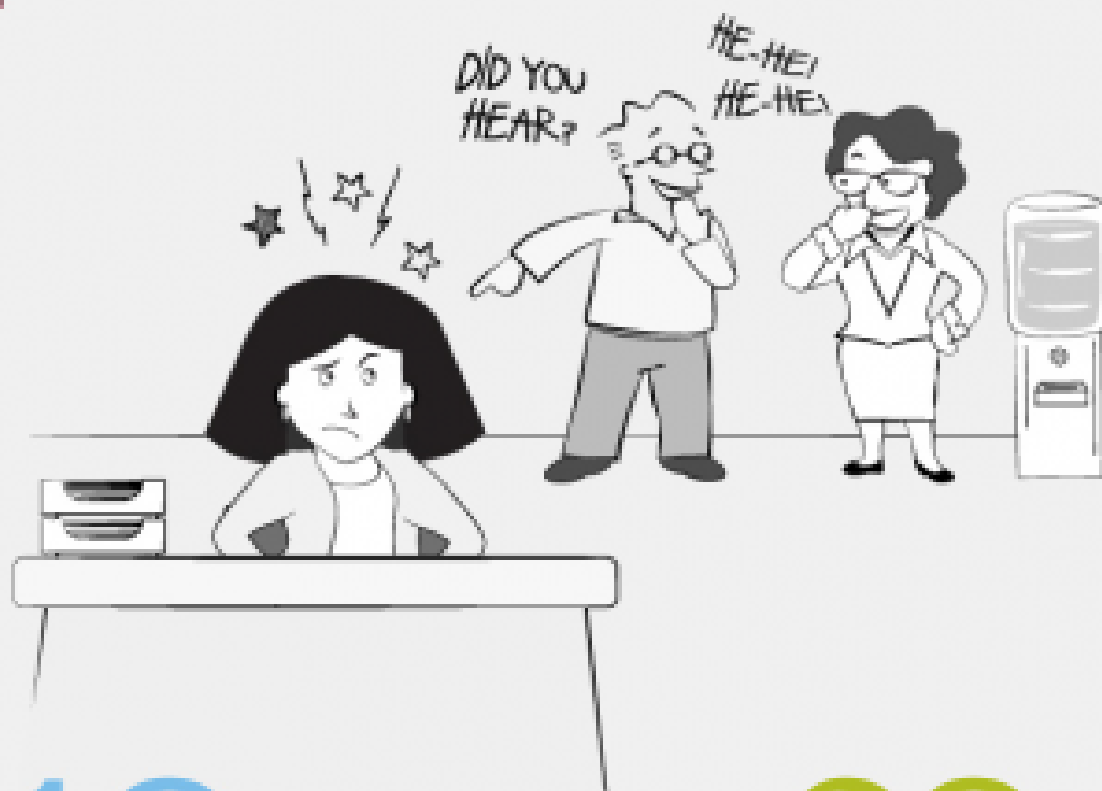
Hello. It looks like you're using an ad blocker that may prevent our website from working properly. To receive the best experience possible, please make sure any blockers are switched off and refresh the page.

If you have any questions or need help you can email us

18%  
of CFOs

28%  
of workers

### Gossiping About Others in the Office



18%  
of CFOs

28%  
of workers

### Not Responding to Calls or Emails in a Timely Way

Hello. It looks like you're using an ad blocker that may prevent our website from working properly. To receive the best experience possible, please make sure any blockers are switched off and refresh the page.

If you have any questions or need help you can email us

**18%**  
of CFOs

**21%**  
of workers

**Running Late to or Missing Meetings**



**12%**  
of CFOs

**12%**  
of workers

Hello. It looks like you're using an ad blocker that may prevent our website from working properly. To receive the best experience possible, please make sure any blockers are switched off and refresh the page.

If you have any questions or need help you can email us

GIVING ME  
THIS AWARD



6%  
of CFOs

12%  
of workers

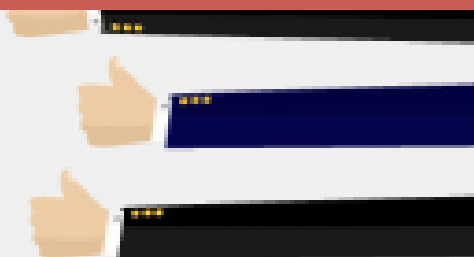
### Criticizing Others Publicly



Hello. It looks like you're using an ad blocker that may prevent our website from working properly. To receive the best experience possible, please make sure any blockers are switched off and refresh the page.

If you have any questions or need help you can email us

of CFOs say their  
staff does not commit  
etiquette breaches



**rh** Accountemps®  
A Robert Half Company  
[www.roberthalf.com/accountemps](http://www.roberthalf.com/accountemps)

Source: Accountemps survey of more than 2,100 CFOs and 300 workers in the United States.  
Two percent of CFOs responded "Don't know." CFO responses do not total 100 percent due to rounding.

© 2015 Accountemps, A Robert Half Company. An Equal Opportunity Employer M/F/D/V/Disability/Vet.

The rules you were taught in elementary school — pay attention, don't be late, and if you can't say anything nice, don't say anything at all — also hold true in the workplace, according to a new survey from [Accountemps](#). But managers view etiquette problems differently than employees do.

The most common civility culprit cited by chief financial officers (CFOs) is being distracted during meetings (27 percent). Workers, on the other hand, pointed to gossiping about colleagues (28 percent) as the [most prevalent breach of workplace etiquette](#).

The surveys were developed by Accountemps, the world's first and largest specialized staffing service for temporary accounting, finance and bookkeeping professionals, and conducted by an independent research firm. They include responses from more than 2,100 CFOs from a stratified random sample of companies in more than 20 of

the largest U.S. metropolitan areas and more than 320 employees age 18 and older

Hello. It looks like you’re using an ad blocker that may prevent our website from working properly. To receive the best experience possible, please make sure any blockers are switched off and refresh the page.

If you have any questions or need help you can email us

|  |           |           |
|--|-----------|-----------|
| Gossiping about others in the office                         | 18%       | 28%       |
| Not responding to calls or emails in a timely way            | 18%       | 21%       |
| Running late to or missing meetings                          | 12%       | 12%       |
| Not crediting others when appropriate                        | 6%        | 12%       |
| Criticizing others publicly                                  | 5%        | 11%       |
| Staff members do not commit etiquette breaches               | 11%       | 0%        |
| Don’t know   | <u>2%</u> | <u>0%</u> |
|  | 99%       | 100%      |
| <i>*Responses may not total 100 percent due to rounding.</i> |           |           |

“The results show managers might not have a full understanding of how widespread gossip is at work,” said Bill Driscoll, a district president of Accountemps. “Likewise, workers may not be aware that their bosses notice distracted behavior during meetings.”

Driscoll added, “Most jobs today require teamwork and strong collaboration skills, and that means following the unwritten rules of office protocol. Poor workplace etiquette demonstrates a lack of consideration for coworkers.”

Accountemps offers four tips for displaying proper [workplace etiquette](#):

1. Be present. No matter how many deadlines you’re up against, give your full attention during group discussions. You’ll be surprised how much more effective you are in meetings and conversations when focusing only on the topic at hand.

2. Avoid the rumor mill. Don't participate in office gossip; it's just another

Hello. It looks like you're using an ad blocker that may prevent our website from working properly. To receive the best experience possible, please make sure any blockers are switched off and refresh the page.

If you have any questions or need help you can email us

Accounting • Firm Management

CPA Practice Advisor is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors.

© 2024 Firmworks, LLC. All rights reserved