

When you need to ask for help, here is what you should do:



Walk over to your supervisor (or experienced co-worker).



If they are on the phone, you need to wait until they are off the phone. It is not appropriate for you tap them on the shoulder or to stand right next to them and wait. That might make them feel irritated with you. Step away from them or come back later if you can.



If they are talking to someone else face to face, you need to step back away from their conversation and wait until the person is alone. Then say something like, *"Excuse me, is this a good time to ask you a question?"*



Then, politely and calmly say something like, *"Excuse me, I am sorry to interrupt you."*



Then, ask your question or politely ask them to come and assist you.



When they help you with what you need, you might need to write down their instructions so you will know what to do next time.



Be sure to say *"thank you."*