

# Work Experience Week Be Prepared

**June 2022** 

#### WEx Prep - Make Contact



- *Get in touch* with your contact at the placement provider (preferably by phone) to confirm that you have the correct starting date and time.
- Use this contact time to ask about *dress codes, working hours* and whether there's *anything specific* that you need to bring with you on your first day.
- Double check the name of the person that will meet you when you arrive (and where.).

Making contact with your placement in advance by phone will help put your mind at ease and confirm that they're expecting you as planned

#### WEx Prep - Dress to impress



- What you wear will depend largely on the type of work you'll be doing.
- Your placement should give you an indication of the workplace *dress code* before you start, but if not, make sure you ask when you make your initial contact
- Listen to what they tell you their dress codes are not open to your own interpretation!

By dressing in the same way as the rest of the workplace, you'll feel more comfortable and feel a part of the team quicker too

## WEx Prep - Your First Day



- Your contact will probably introduce you to everyone first impressions count so greet your co-workers with a friendly smile and a firm handshake (if they offer one)
- Practice "active listening" whenever someone speaks to you give them a verbal response so they
  know your are listening (e.g. yes, I see, I understand or even mm-hmm would work!)
- Body Language screams volumes avoid defensive or lazy looking positions (crossed arms or slouching) Smile, maintain eye contact and lean forward this shows you're interested

Remember to say goodbye at the end of the day and thank anyone who has helped you or shown you the ropes

#### WEx Prep - Be Impressive



- If you are being briefed on a task or job role take notes and ask questions (take a notebook & pen!)
- Think about those around you NEVER swear or use offensive terms
- Adapt your behaviour to suit the work environment be sensitive and respectful
- **Be interested** ask your colleagues how they got into their job (they'll appreciate your interest!) or ask for more information about how things work / why tasks are done that way etc
- Keep a record of what you have worked on and who you have worked with (this will come in very handy for personal statements)

Whatever situation you find yourself in, stay positive and try not to come across as bored or frustrated - remember all experience counts!

### WEx Prep - Be THERE!



#### But if you can't .....

- If you are ill and are unable to go to your placement you MUST NOTIFY BOTH THE SCHOOL AND YOUR PLACEMENT
- Make sure that *YOU make the call t*o the placement this will show a mature attitude, openness and honesty (parents can contact school as usual)

Remember - if you are absent and do not notify school it will be regarded as truancy. If you are absent and do not notify your placement it could result in a poor reference

## All good things must come to an end :- (



#### After your placement

- Send a *thank you* note either hard copy or via email this will show courtesy and will help ensure that you're remembered (for all the right reasons!).
- **Reflect** upon the knowledge and transferable employability skills that you've picked up and think of ways you can illustrate them do this as soon as your placement is over so that you don't forget (you may want to add details to your **Unifrog Activities tracker**)

Make sure you complete your Post-Placement feedback form















Be Here

Be Prepared

red Be Well

Be Engaged

Be Inspired

BE THE BEST YOU CAN BE