

4th Year Work Experience

Check list before work experience

- ✓ What is the official name of the company/employer facilitating my placement?

- ✓ What is the exact address and telephone number? Do I need a Google map?

- ✓ How long does it take to travel to the place of work?

- ✓ What mode of transport will I use?

- ✓ What time does the company open for business?

- ✓ What time should I arrive on the first day?

- ✓ What clothes should I wear? Should I wear a shirt and tie?

- ✓ Will I be working outdoors, and do I need specific clothing?

- ✓ On arrival, what is the name and position of the person to whom I should report?

- ✓ Will I need a security pass?

- ✓ How should I address him/her?

- ✓ Will I be dealing with members of the public in person or on the phone?

- ✓ How should I answer the telephone or greet members of the public?

- ✓ How should I address other employees and the employer?

- ✓ Are there any specific rules or regulations?

- ✓ Are there health and safety issues I should be aware of?

- ✓ Is there confidentiality regarding information I acquire?

- ✓ Have I a pen and paper to write down any complicated instructions/duties I may be given?

- ✓ What are the times allocated for lunch/coffee break?

- ✓ Are there lunch facilities? Should I bring money?

- ✓ Will I be asked questions by colleagues/the public/customers about what the company does?
Do I need to do internet research on the activities of the company/organisation?

- ✓ If, through illness or some other reason, I am unable to attend the workplace on any day, I must phone the school and work. Do I have the relevant phone numbers?

- ✓ Should you leave a gift/thank you card?

Check list after work experience

Write an account about your work experience/s (or, if you prepare, your voluntary work). This account, while mentioning the tasks you might have carried out, should be about you and what you learned about yourself. The following are some prompts that you can use. If you did more than one work experience, you can pick and mix from both experiences if it helps your discuss the points below.

- How did you feel on the first day? How did those feelings change during and at the end of the work experience?
- Why did you like doing some tasks? How did it make you feel? What did you learn about your interests, aptitudes, and personal characteristics?
- Why did you *not* like doing other tasks? How did it make you feel? What did you learn about your interests, aptitudes, and personal characteristics?
- What tasks were easy, difficult, challenging and why? What did you learn about your interests, aptitudes, and personal characteristics?
- Of the tasks you *liked*, what do you think are the interests, aptitudes, and personal characteristics needed?
- Of the tasks you *disliked*, what do you think are the interests, aptitudes, and personal characteristics needed?
- When selecting the tasks you liked, ask yourself, did you enjoy them because they made you feel like an adult/grown up only?
- Were some of the enjoyable activities just novelties? For example, most students might enjoy driving a fork lift truck for the first time, but is this enjoyment based on the novelty of the experience rather than because it was a challenging or stimulating one that may become a career?
- To carry out the tasks you were assigned, what area of knowledge would you need to know about, e.g. law, medicine, science, history, geography, marketing, finance, and economics? Are there others?
- What skills did you need? Methodical, creative, writing reports, making things with your hands, working with numbers, working with computer programmes, having another language, speaking or presenting to others, working with customers.

