



HIGHLAND SECONDARY SCHOOL
Career Centre
Phone: 250-339-3617

Before Work Experience

1. Have your parent/guardian sign Work Experience Placement Agreement.
2. Phone your work experience employer to confirm start day and time BEFORE your start date.
3. Return a copy of the Placement Agreement to the Work Experience office prior to your start date.
4. Inform your teachers about your work experience by having them sign the teacher's notice. Arrange for any missed school work at the same time.
5. Return this to Work Experience office prior to your start date. The main office will be notified of your excused absence.

During

- *Introduce yourself, remove your hat, shake hands;*
- *Discuss your starting time, dress code, lunch time and duties and expectations. Showing interest will start the experience on a positive note;*
- *Be sure to say thank you for the learning opportunity;*
- *Give yourself lots of time before work to ensure you get there on time;*
- *Be polite;*
- *Listen carefully to instructions. Never proceed if you are unclear about the instructions – ask;*
- *You may spend lots of time observing. As your supervisor's confidence grows you may be asked to perform certain tasks;*
- *Don't accept personal visits or phone calls from friends or family;*
- *Be sure to call the employer and the work experience office if you have to be absent for any reason;*
- *If you are injured in any way during your work experience be sure to contact the employer and your Work Experience Coordinator;*
- *It is your right and responsibility to refuse to work if you feel it is an unsafe work environment.*

...over...

After

1. Complete the Student Evaluation Form

2. Write a thank you letter to the employer/supervisor and turn them in to the Work Experience Office in a timely fashion (one week).

THANK YOU LETTER FORMAT

Your Name

Street Address

City, Province

Postal Code

Date today

Employer's/Supervisor's name

Company name

Address

Address

Address

Dear [Supervisor's name]:

[Thank the supervisor for taking the time to work with you. Mention the days of the work experience and job title. Keep your letter brief.]

[Express your interest in the company. Make specific mention of people you worked with and what you learned from them. If you forgot to mention something important, this is your chance.]

[Mention topics that stimulated your interest and something to make you stand out in the supervisor's mind. Mention some things that you learned in the fundamental skills, personal management and team work skills areas.]

[Wrap it up with another thanks for the opportunity to learn.]

Sincerely,

[Sign here]

[Your name]