

Get a Job!

An introduction to Work Experience

[HTTP://WWW.YOUTUBE.COM/WATCH?V=NBGTHV-DJP4](http://www.youtube.com/watch?v=NBGTHV-DJP4)

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Who should do Work Experience?

Anyone who wants to:

- work in a competitive career
- try out the field in which they wish to work
- develop their skills
- earn some money
- gain experience of the world of work
- have evidence for their CV
- meet new people
- have an activity in their spare time
- ...do anything ever?

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Why do Work Experience?

- Introduction to the world of work
- Develop skills to thrive
- Informs your career planning
- A concrete demonstration of desirable skills for your CV
- Indicates: motivation, tenacity, maturity, employability
- Help to decide whether that environment is for you
- Shows interest in an area of work or study
- Putting theory into practice
- May be paid
- Networking to develop contacts
- Assists in gaining a graduate job
- You might get that job!

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When should I do my Work Experience?

- Holidays
- Weekends
- Before or after school
- Apply at least six months before you want to do it

There are endless opportunities for work experience out there, you just have to be proactive and find them!

What Work Experience and where?

- Established internship and work experience programmes
- Small and medium-sized companies
- Institutes, trusts and universities
- Volunteering
- Work experience abroad

Expect to send out a huge number of work experience applications and only get a few responses.

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How can I get Work Experience placements?

Through school and personal contacts:

- Ask parents, relatives, friends, teachers – anyone who may have contacts in the field in which you are interested
- See Ms Sowah or other members of staff for ideas
- Follow RGSHWCareers on Twitter for latest opportunities: local and national
- Check the Careers Bulletin, VLE and Cloudbase

How can I get Work Experience placements?

➤ External:

- Look on the websites of the companies for whom you would like to work
- Contact local businesses and organisations
- Check with the professional organisation (eg Law Council)
- Call, send a letter or email to see if there are placements available
- Find a named contact, follow up on messages

Useful contacts for Work Experience

In school:

@RGSHWCareers

www.studentladder.com

Careers Office – for contacts and advice

Psychometric Tests:

Cascaid – New Kudos

Morrisby

Flying Colours

Out of school:

Friends and family

Adviza

Local organisations and businesses

National Work Experience opportunities

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What should I put in an application for Work Experience?

- covering email and your CV
- OR, work experience application forms
- what makes you an excellent work experience candidate for that organisation
- areas of work you are interested in
- the dates you are available

Always keep your answers clear and concise, making sure you answer the questions fully and SPELL CHECK!

Once you have your placement...prepare!

- Be punctual
- Dress smartly
- Be friendly and communicative
- Listen to instructions
- Ask questions
- Ask for help if you need it
- Be diplomatic
- Take advantage of every opportunity offered
- Be realistic
- Get feedback

Work Experience Verification

VLE

>Careers Information

> Work Experience and Career Opportunities

> Work Experience Forms

- Organising your own Work Experience
- Guidelines for Parents
- Parental Consent Form
- Confirmation of attendance
- Insurance
- Record Form

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In the Workplace

STEPS TOWARDS A SUCCESSFUL PLACEMENT

1. Be professional.

- Turn up on time. Look the part – check on the dress code before you start, and if in doubt, go smart.
- Don't spend time on personal phone calls, e-mails or Facebook.
- Don't take extended lunch breaks.
- If you get the chance to socialise with the people you are working with, take it, but make sure your behaviour is beyond reproach.

You want to make an impression for the right reasons.

Be a good colleague: remember that the people you are working with may be under pressure.

Try to make less work for them, not more.

2. Be realistic.

In an ideal world, you'd be assigned to a fascinating project and start making your mark right away.

In practice, your work experience may well involve some routine tasks – as do many jobs, especially in the early stages of your career.

Even routine tasks can develop skills such as attention to detail, communication, numeracy, organisation and teamworking.

Prove yourself to be reliable and efficient, and more interesting opportunities may follow.

3. Be enthusiastic.

Even if you don't always feel it.

4. Take everything in.

You can learn from what you observe as well as from what you are invited to do.

Take note of how your colleagues communicate with each other and with external contacts.

5. Build relationships – don't force them and don't neglect them.

Be friendly and receptive, but not pushy.

6. If you need to, ask.

If you're unsure about what you're doing, it's much better to check than to guess.

Colleagues prefer to take time to help you do things right, rather than have to pick up the pieces later.

7. Think before you speak.

Be diplomatic.

Don't make any assumptions about the relationships between the people in the office, and be very wary of being drawn into making critical comments about anybody, or anything, in the workplace.

If you get the chance to sit in on any meetings, only contribute if you're sure it's appropriate.

Try to pick the right moment to ask questions – for example, not when your supervisor is frantically preparing for an imminent deadline. Unless, of course, your question is genuinely urgent.

8. Be a chameleon.

Try to be aware of the working culture and adapt to it, taking your cues from those around you (while maintaining your professionalism, of course).

For example, if it's a very quiet office, don't make lots of very loud phone calls.

9. If you get the chance to use your initiative...

Show what you're made of, go for it!

10. Remember, it's a learning experience.

In an ideal world, you'd come to the end of your work experience and be offered a permanent job on the spot.

However, this is unlikely but it may confirm that you've chosen the right graduate career sector for you, or prompt you to re-evaluate; you could come away eager to return on a permanent basis, or determined to look elsewhere.

However your work experience turns out,
you can learn from it.