# Work experience checklist

A week somewhere new goes faster than you'd think. Tick these off before, during and after, and you'll come away with more than a certificate.

## Before you start

- [ ] Find out the address, what time to arrive and who to ask for.
- [ ] Plan how you'll get there. If you can, do a practice trip.
- [ ] Check what to wear. If you're not sure, ask (it's a normal question).
- [ ] Check whether you need anything, like safety boots, ID, lunch or a water bottle.
- [ ] Look at the employer's website, or their profile on Explore Careers, so you know what they do.
- [ ] Write down two or three things you'd like to learn while you're there.
- [ ] Save your supervisor's number in your phone, in case you're running late or you're sick.

## While you're there

- [ ] Arrive about 10 minutes early.
- [ ] Keep your phone away unless someone says it's fine.
- [ ] Ask questions. People expect them, and it shows you're interested.
- [ ] When you finish a task, ask what you can do next.
- [ ] Ask at least one person how they got their job.
- [ ] Jot down what you did each day and who you met.
- [ ] If something doesn't feel right or safe, tell your supervisor or your teacher straight away.

## Afterwards

- [ ] Say thank you in person on your last day, then send a short thank-you email.
- [ ] Write down what you enjoyed, what you didn't, and what surprised you.
- [ ] If it went well, ask your supervisor whether they'd be happy to be a referee.
- [ ] Add it to your resume, with a line about what you did.
- [ ] Think about your next step: more work experience, a part-time job, a course or an apprenticeship.

Want to find employers who take students? Look for work experience on employer profiles at explorecareers.com.au/employers.



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