

Work Experience

How do get the most from your placement

Here are some tips to help you make a good impression

Make sure you turn up on time!

Turning up on time (or even 5-10 minutes early) will let your supervisors know that you're keen to learn and that you're taking your placement seriously. Turning up late will indicate to the company that you don't really appreciate the experience they're offering you.

It's important to look the part

Think about what the people you're working with might wear, and try to dress in a similar way. Dressing appropriately will demonstrate your suitability for the role.

Be proactive

Don't sit around waiting for someone to tell you what to do. Approach team members and ask if you can be of assistance to them.

Do all tasks with energy and enthusiasm

Your supervisors are more likely to treat you with respect, if you do the same for them. So even if you're asked to do simple tasks like cleaning – do it with care – they may soon reward you with more complex tasks.

Take time to sit back and absorb the environment

It's amazing how much you will learn just from being in a 'work' environment. Observe how the business operates, and what each person's role is within.

Have a chat

Talk to the team members about what they do for the company, and how they came to be in that position (i.e. what study and training did they do?). Ask them if they have any advice on making it in the industry.

Don't be in a hurry to leave on the dot!

It's going to look poor if you're running out the door. Finish the task you're doing, and ask the person you're working with if there's anything else they need you to do before you leave.

Treat your work experience seriously

You never know where a work experience placement might take you! The contacts you make may prove useful in the future. You may even be in line for a position with the company you did the work experience for!

Ask for feedback

Ask your supervisor for feedback on the tasks you've completed. What did you do well? And what can you work on improving for future tasks.