

Learner⁵ Work Experience Checklist

A work experience gives you the opportunity to have a real job doing productive work with an employer. Through this experience, you will develop and have the chance to demonstrate professional and occupational skills by addressing a core business function.

You'll also be able to ask questions, practice professional behavior, learn and demonstrate new skills, and become more comfortable communicating with adults.

Have you done all you can to prepare?

- Fill out and turn in any required forms.
- Meet with your teacher/faculty to discuss what you want to get out of the work experience. These are your learning objectives.
- Do some research on the host company and the job. Check out their website and learn as much as you can about the company's history, what they do and how it impacts your community.
- Research the dress code at the workplace and do your best to mirror it.
- Make sure you have transportation taken care of to and from the place of business.

Have you thought about what you can do to make the work experience a big success?

- Dress appropriately and arrive on time.
- Make sure you understand your job assignment and tasks, and don't be afraid to ask questions.
- Learn what you need to do to fill out and turn in your timesheet.
- Follow through with the goals you set for yourself.
- Work on your communication skills, including active listening. Always be respectful.
- Observe and reflect how people act in the workplace. Put your electronics away until the end of your shift each day.
- Ask your supervisor if he or she would be willing to provide you with a reference after the job is over. Thank them for the experience.

When the work experience is over, how will you keep moving your career forward?

- Reflect on the experience. Talk to your classmates and teachers/faculty and discuss your level of interest in pursuing a career in that industry.
- Participate in classroom activities that help you think about the value of the work experience.
- Update your resume and career development plan and think about next steps in moving your career forward.
- Send a follow-up email thanking the employer/supervisor for his or her time.
- Ask your supervisor if you can use him/her as a reference.
- Fill out the evaluation form. Be honest. That will help make future work experiences more meaningful.
- Share your experience with your peers on social media. Perhaps a blog post about the work experience?

Are you Ready for Game Day?

Have you...

- Filled out the required forms?
- Researched the host company?
- Found out everything you can about the job and what will be expected of you?
- Figured out how to fill out your timesheet?
- Decided what you'll wear?
- Arranged for transportation?
- Met with your teacher/faculty to discuss learning objectives?
- Thought about how you'll share your experience on social media?

⁵ Learners include: K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.