

Keys To A Successful Work Placement

Before your interview:

1. Call your employer. Introduce yourself--say your name and school when you do this. Mention that you are in a CWEX class. Explain why you are calling—to confirm your interview time. You will likely benefit by using a script when you speak to your employer. Write out what you are going to say before you say it. This will allow you to be more successful on the job. Emailing or texting your employer is inappropriate. If you are sick the day of the interview, call your employer and CWEX teacher to let them know.
2. When you call to confirm your interview time, or set up a time if your schedule is more of an open-ended one where you and the employer decide what your work times will be. Your employer will have a calendar of the dates and times you will be at work. Although, in a few cases, some of you will arrange work dates and times with your employer, because your employer's schedule varies.
3. When you call, ask about things that you might need to know before the interview. These could include where to park your vehicle if you are driving, dress code, lunch hours if you are there for a full or half day, etc.
4. Take care with all forms, particularly the green form. If forms are clean, unwrinkled, and neatly completed, it indicates that you care about them. If you care about them, you care about the job in general, and when the employer sees a clean form in good condition, that indicates something positive about you to the employer.
5. Fill out all the forms with the appropriate information. This includes the top portion of all the forms in the CWEX employer folder and the entire green form. It is NOT the responsibility of the employer to complete this for you. It is your class, your credit, and your work placement. You need to take responsibility for it.

During the interview:

6. Bring your resume and cover letter with you to the interview. For most jobs, these are sent to the employer ahead of time, but for CWEX, this is not possible. Your employer is expecting to see these documents at the interview.
7. **Refer to handout titled Keys to a Successful Interview for more information on how to have a great interview.**
8. Ensure that you bring the green form with you to the interview. It must be signed by you and your parents before you bring it. Give it to the employer to sign, and then bring it back to school, and give it to your CWEX teacher. Your employer has been instructed to send you back to school if you show up for work and the green form has not been signed by the four people mentioned above.

When you are at work:

9. Show up on time, and show up on the days you have agreed to be at work. If you have to miss for reasons of illness, medical appointment, or similar good reasons, you must call your employer, and you must call your CWEX Teacher.
10. At work, pay attention when instructions are being given, and ask questions when you don't know something.
11. Never text. It might be something you do numerous times every day, but it is not acceptable to do at work. Turn off the phone before you walk in the door to go to work.
12. At all times, you should know, within a few hours either way, how many hours you have worked. If you are filling out your hour sheets every day, you will have a good idea of the number of hours you have worked.
13. If you are in a business where you are interacting with customers, ask questions of your employer as to how to greet, interact with, talk to, serve and assist customers.
14. Write down instructions for yourself if needed. There is no shame in writing down instructions if you can't remember a large number of tasks. Sometimes, employers don't have enough time to answer questions about the next task once you have completed the previous task.
15. Take initiative. Never stand around waiting for something to happen. There is always something to do. Nothing is more annoying to an employer than an employee who sits around doing nothing, particularly when there is something to do. Just because the employer didn't specifically tell you to sweep the floor, clean up or something similar when you were done a particular given task, it's always a good idea to keep busy. When you are not sure what to do, ask. If you are in the kind of job where you don't have something obvious to do like sweeping the floor when you are done a task, get a list of things to do from the employer. If you are working fewer than two hours a day, you would be demonstrating good initiative to your employer if you can come to work for a day or two on a weekend if that works for the employer, or after school, or a full day when you have no school. Going above and beyond is what all employers are seeking in their employees, including you.
16. You are responsible for ensuring that due dates are met. There are certain times during your work placement when forms and assignments are due. You must return forms to school, and these due dates are usually indicated on the calendar in your folder at work. Every day, you must keep track of the hours you worked, and you should be using that folder at the end of each work day. If you are aware of what is in the folder and when things are due, you will be successful in your placement.
17. When your work hours are complete, ensure that your employer has completed your evaluation and the program evaluation. Return your folder and all of its completed contents to your CWEX Teacher.