

WORK EXPERIENCE PROCESS

STEP 1: Choose an Industry

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| <ul style="list-style-type: none">• Research Careers & Industries• Know Your Favourite Subjects• Speak With Family• Complete A Career Quiz• Take A Personality Test• Take an Aptitude Test | <ul style="list-style-type: none">• www.skillsroad.com.au• www.wyong-h.schools.nsw.edu.au/faculties• www.dec.nsw.gov.au/parents• www.mycareerquizzes.com/job-quiz• www.16personalities.com• www.assessment.com |
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STEP 2: Get Organized

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| <ul style="list-style-type: none">• Submit Expression Of Interest• Update Your Résumé• Cover Letter For Consideration | <ul style="list-style-type: none">• See Ms Nagy or Ms Connally• www.careerfaqs.com.au• www.quintcareers.com/cold-contact-cover-letter |
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STEP 3: Find a Host Employer

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| <ul style="list-style-type: none">• Visit Local Businesses In Person• Phone Target Employers• Post or Email Résumé & Letters• Network With Family & Friends• Report Your Applications | <ul style="list-style-type: none">• maps.google.com.au• www.myjobinfo.com.au/cold-calling-phone-script• www.yesware.com/blog/cold-email• www.helpguide.org/articles/work-career• To Ms Connally or Ms Nagy |
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STEP 4: Student Placement Record

Student:

- Complete and Sign Section 1
- Communicates directly with employer to arrange days and time

Host employer:

- Complete and Sign Section 3
- Receives via email (online version) or via student (printed version) the following:
 - notice of prohibited activities
 - employer guide to work experience
 - student evaluation form
 - time sheets

Parent:

- Complete and Sign Section 4
- Receives via email (online version) or via student (printed version) the following:
 - parent guide to work experience

STEP 5: Thank you

- Letter of appreciation sent to employer from both student and school
- Resume is updated with work experience