Explore • Connect • Grow

The Careers Centre is an invaluable resource for students interested in maximising their career potential. We offer a range of professional services including:

• Career counselling with qualified Career Development Consultants.
• Employment services, job search skills, resume checks, a professional mentoring program and an online jobs board (Jobs & Events Connect).
• Employers on campus ready to chat most weeks of semester.
• WA’s premier university-based careers fair, the Curtin Careers Fair.
• Workshops on a range of career topics.

Engage with your Careers Centre today to reach your careers goal tomorrow!

Contacting the Careers Centre

Visit us at Building 303, Level 2
Email us at careers@curtin.edu.au
Call us on (08) 9266 7802
Skype us at CurtinCareersCentre (by appointment only)
Visit our website www.careers.curtin.edu.au

Access new jobs posted daily, workshop information, special events and employer presentations through Jobs & Events Connect.

Register for your workshop.
www.careers.curtin.edu.au/calendar/
BACKGROUND

Whether you are in first year or final year of study, career planning and management is an important element of your studies and prepares you for your transition into graduate employment.

Today's world of work is complex and ever changing and requires you to navigate your career with purpose and transparency. It is the ability to be self aware, to know what your opportunities are, plan for the future and take action that will enable you to direct your career, develop on your skills and to progress into the workforce, smoothly and effectively.

The Careers Centre offers a variety of resources to assist you in your career planning and management.

OVERVIEW

In support of this workbook, the Curtin Careers Centre offers additional resources to help you find a work experience placement such as:

1. Information sessions and workshops
   Find out dates and register through Jobs and Events Connect

2. Quick reference guides on finding work and the application and recruitment process

3. One on one appointments with Careers staff.

Work related learning, or work experience, involves learning about yourself and the world of work in order to empower you to enter and succeed in the world of work and in your wider life.

This workbook has been designed to take you step by step through the process of finding out what you want to achieve from a work experience placement, how to locate the ideal work experience opportunity and to utilise your experience for future employment. Our approach is to assist you to find a work placement that enables quality exposure to the workplace.
Employers are not only looking for graduates who have good academic results, they are also looking for graduates who have hands on experience.

There are many opportunities employers offer students to gain hands on experience such as vacation work, internships, cadetships and scholarships. However, these opportunities are paid and are often competitive. In some cases, the structure of these programs may not fit in to your study timetable and life commitments.

The Curtin Careers Centre defines work experience is a voluntary work placement, which differs from those programs mentioned above, in that it’s unpaid. Work experience provides opportunities to gain hands on technical experience. Work experience can, in some cases, lead to future employment with the company, can help you to meet people in your industry and can increase your marketability by expanding on your resume.

Some other reasons to consider doing work experience are:

- Gain exposure to your field of interest;
- Make contacts/networks;
- Learn what it is like to work in an organisation and the world of work in a professional setting;
- Increase professionalism and self-confidence;
- Narrow your focus and clarify your career goals;
- Learn the jargon of your profession;
- Gain referees;
- Can use for course or professional accreditation.

Work experience is an unpaid work opportunity that can help you to meet people, gain hands on experience and develops your resume.
There are 2 types of unpaid work experience opportunities:

**ADVERTISED WORK EXPERIENCE OPPORTUNITIES / ESTABLISHED PROGRAMS**

Advertised work experience opportunities are programs set up by employers for students as they see the long-term value in developing tomorrow's professionals. Work experience programs also benefit the company in that they can utilise the access to students to assist in future recruitment and can be used for professional development for current staff.

Work experience programs are structured, will be advertised and there will be a recruitment process which will include an interview. You will need to be competitive if you wish to apply for an unpaid work experience program. Similar to paid positions, you will need to be vigilant and watch out on common job advertisement sites.

Some sites you could consider visiting are:
- [http://www.graduateopportunities.com](http://www.graduateopportunities.com)

If you are applying for advertised work experience programs, visit the careers website for assistance on writing a targeted resume and interview techniques.

**UNADVERTISED WORK EXPERIENCE OPPORTUNITIES**

Although there are organisations that have work experience programs, there are many companies that do not. This does not mean that if a company does not have a program, they will not consider you for a work experience opportunity. In fact, most companies that take on work experience students, do not have an established program. If you wish to participate in work experience at a company that does not have a program, you will need to use your initiative and have a proactive approach.

When attempting to contact an employer to take you on for a work experience opportunity, you will need to be prepared. You will need to know what position or roles you would like to do, you will need to have a quick speech prepared to sell your idea and you will need to know how your placement should proceed, should the employer be interested.

This workbook focuses on targeting unadvertised work experience placements.

**SETTING YOUR GOALS**

Setting targets or goals for gaining work experience helps to ensure your success. Whether you are looking to gain hands on experience, meet people in the industry or want to find out what your options are, you must determine the steps you need to take which will allow you to achieve your goal.

The key is to plan.

To develop a plan, you must first set your long term goal. For example: “I would like to find a work experience position so I can develop on my knowledge of accounting law principles and to further develop my communication and time management skills”. Think about what your priorities are and what is it that you want to get out of doing work experience. Focus on what is important to you, know your skills, preferences, and personality.

Once you have found the steps you need to take, you may need to identify any contingency plans or back ups in case of any obstacles.

Set goals and strategies to help in your plan to find a work experience opportunity. This will help target your search and assist with your motivation.
ACTIVITY 1.

Question 1.
What are your reasons for gaining work experience?
_______________________________________________________________________________
_______________________________________________________________________________

Question 2.
What do you need to prepare or research before you start your search for a work experience position?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
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<tbody>
<tr>
<td>I need to update my resume</td>
<td></td>
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<tr>
<td>I need to write a targeted cover letter</td>
<td></td>
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<tr>
<td>Will I be applying for work experience programs / unadvertised work experience</td>
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<tr>
<td>Do I know which companies I can apply to</td>
<td></td>
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<tr>
<td>Do I need to research the jobs I would like to do</td>
<td></td>
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<tr>
<td>I need to contact my networks and find out who can help me</td>
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<tr>
<td>How am I going to contact companies</td>
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<tr>
<td>Do I know what am I going to say</td>
<td></td>
</tr>
<tr>
<td>Do I need to contact the Careers Centre for assistance</td>
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Once you have set your long term goal, you must find out what steps you need to take. Who do you need to talk to? What kind of information do you need? What research do you need to do?

DEVELOP YOUR SKILLS

There are a set of industry standard skills you need to develop to be a successful professional. Identifying these skills, you can help you target organisations that are able to offer you the development you need. Another advantage of skill identification is when you complete your placement, you know you have expanded on the skills to pursue a professional career.

In addition to this, employers will ask you what you would like to do during your placement so you will need to be aware of the activities you will need to do to develop on your identified skills.

During your studies at Curtin University, you are not only developing specific technical knowledge, you are also developing attributes that contribute to your successful transition into the workplace. Curtin have recognised 9 “Graduate Attributes”:

- Apply discipline knowledge, principles and concepts;
- Think critically, creatively and reflectively;
- Access, evaluate and synthesise information;
- Communicate effectively;
- Use technologies appropriately;
- Utilise lifelong learning skills;
- Recognise and apply international perspectives;
- Demonstrate cultural awareness and understanding;
- Apply professional skills.

Work experience opportunities can assist in developing these essential attributes and skills. You can use your work experience position at interview or in selection criteria to demonstrate to future employers how you have met a particular competency.

RESEARCH WHAT GRADUATE RECRUITERS WANT

If you research now and find out what graduate employers are looking for, can focus your work experience opportunity to assist you to develop on that skill in preparation for graduate recruitment.

In most cases, employers will tell you what they are looking for when hiring a graduate. They do this through:

- Their website;
- Job advertisements;
- Job descriptions / Selection criteria;
- Governing bodies and professional associations;
- Competency Frameworks

When you have created a list of skills employers are looking for, link these skills to the roles you may like to do during your work placement.
SKILLS ASSESSMENT

1.4 Improve abilities to maintain a positive self concept
This section is designed to assess your current skills to determine if there are potential gaps for you to develop on during your work experience opportunity.

This activity will assist in highlighting the skills you currently possess. By identifying what you have now, will help you in focusing on the skills you need for the future. If you would like a more comprehensive skills assessment, you can visit the Careers Website or contact the Careers Centre for a one on one appointment.


ACTIVITY 2.

Question 1.
Choose a role you have had in your life (ie part time work, a parent, sporting team member)
_________________________________________________________________________

Question 2.
What are some duties / responsibilities you did in this position?
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Question 3.
What skills are required to do this role? (you may like to refer to the previous page)
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

ACTIVITY 3.

Task 1.

On the internet, research and locate what skills, attributes and experiences employers are looking for in a graduate. Some websites you can visit are:

http://www.graduateopportunities.com/employer/careers_search
http://www.seek.com.au

You can also visit company websites, professional associations and graduate websites.

Question 1.
What are the common skills, attributes and experiences that employers are looking for in a graduate in your field?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Question 2.
Are there any commonalities or gaps between what you found in the research and the skills you highlighted in activity 2?

Commonalities: ______________________________________________________________
____________________________________________________________________________

** When marketing your skills and attributes to an employer, you can use your previous roles as evidence to how you developed these skills.

Gaps: _______________________________________________________________________
____________________________________________________________________________

** These are skills that you might like to focus on during your work experience placement.
5.4 Use career information effectively in the management of your career
8.4 Incorporate realism into your career decision-making

By researching what employers are looking for, and utilising the information you have gathered, can help you to decide who you want to do work experience with, what positions you would like to do and how you are going to gain the experience you need.

Before you begin your search for a work experience opportunity, you need to find out what position you would like to gain work experience as and what companies you would like to work for.

Then when you are contacting an organisation to ask to participate in work experience, you will need to be specific, telling the employer what position you would like to shadow and why this organisation interests you.

**ACTIVITY 4.**

**Task 1.**

On the internet, accessing http://www.seek.com.au, search for jobs that you would like to do work experience as. In the keyword search key words, include the technical, Graduate Attributes and Employability Skills words that you highlighted earlier in Activity 2 & 3.

List the job names below:

_____________________________________________________________________________
_____________________________________________________________________________

List the company name below:

_____________________________________________________________________________
_____________________________________________________________________________

**Task 2.**

Further research is required to determine if the position you would like to do and the company you would like to do work experience at will enable you to reach your goals.

Visit the company websites you have listed above to find out more information.

**Question 1.**

What does this organisation do or provide that will enable you to achieve your goals?

_____________________________________________________________________________
_____________________________________________________________________________

**NETWORKING**

Networking is the oldest method used to find work experience opportunities. You can gain information and leads from your contacts, or commonly referred to as your networks.

Your network consists of people who can link you to an opportunity by providing you with valuable information. Below is some useful information you could seek:

- Who offers work experience positions and who would be an ideal company to work for;
- When work experience programs traditionally occur throughout the year;
- Providing referrals to people who may be able to help you further;
- Give you leads on positions coming up in the future;
- Advise you on what skills or qualities the employers value to ensure they match what you would like to achieve.

If you would like more information and assistance developing your networks, visit: http://www.careers.curtin.edu.au/networking.html.

**WHO ARE PEOPLE IN YOUR NETWORK?**

Your networks are the people you have met through your jobs, people you deal with on a regular basis, friends and relations, people you know through your hobbies, clubs, sport and other recreational activities. You also have access to many professional networks such as industry groups or affiliations, alumni associations, rotary clubs, even your class mates and lecturers etc.

**2.4 Improve abilities for building positive relationships in life and work**

Use your networks to gain a work experience opportunity.
7.4 Improve on abilities to seek, obtain/create and maintain work experience. This section demonstrates strategies and skills required to gain a work experience placement.

Now you have identified people who can help, the next step is finding out as much information as you can from your networks. You may need to research companies that have taken on work experience students before, who are the best companies to work for and gain information on how to break into the industry. This type of research is called information interviewing.

**INFORMATION INTERVIEWING**

Information interviewing involves contacting and “interviewing” people in your industry. You interview people who are working in positions you are interested in and ask them advice and feedback on your objective to find work experience.

An information interview is not the same as a job interview and when contacting employers for information, you should follow a different approach than if you were applying for a job. You need to make it clear that you are searching for useful information rather than wishing to apply for a position.

Practicing interviewing industry professionals is a great skill to develop as it will help you in your search for graduate employment in the future.


**ACTIVITY 5**

Write a short list of people you may be able to approach and ask for advice.

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________
4. __________________________________________________________________________
5. __________________________________________________________________________

Now you have identified your networks, you need to think strategically about how and when to approach your contacts. Prepare a brief introduction of yourself and questions you would like to ask your network.

Prepare some questions you would like to ask your networks:

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________
4. __________________________________________________________________________
5. __________________________________________________________________________

Use a separate sheet of paper if you need more room.

**COLD CALLING**

“Cold calling” is where you telephone a company to ask for an opportunity and may be one of the most difficult aspects of the work experience process. It requires preparation and confidence on your part. The cold calling process is like doing a sales pitch.

A sales pitch is a planned presentation of what you are looking to achieve and why a company should consider you for a work experience position.

Before you contact an organisation to ask or apply for a work experience position, it’s important that you have all the information you need. Companies WILL ask questions, particularly if they have not had a work experience student before.


**PERSONAL ACCIDENT INSURANCE**

One last thing to prepare before targeting companies for work experience, it’s important you have insurance during your placement.

Personal accident insurance covers workers who are paid by the organisation, should injury at the workplace occur. Personal accident insurance, usually called “workers compensation” covers hospital visits, doctors appointments and ongoing costs involved in rehabilitating a worker after an accident.

If you are on a work experience placement and are not being paid, you are not covered by the company’s personal accident insurance. Therefore, it is essential that you find alternate cover during your time at the company.

Curtin University and the Careers Centre, offers current students free Personal Accident Insurance. If you have found a work experience placement and need insurance or have any questions, please contact the Careers Centre.


Use a variety of methods to approach companies for work experience such as email, telephone, face to face and networking.
TARGETING YOUR RESUME AND COVER LETTER

When approaching a company to request a work experience opportunity, you will need to provide a targeted resume and cover letter.

The information you provide in your application should convince an organisation that you should be considered for a work experience opportunity.

Think carefully about what information you want to present and how you want to present it. Identify elements that will allow you to communicate your message effectively and then create a unique document that tells an organisation something about you. Your resume is a form of personal branding.

Include your relevant qualifications, the skills you have developed throughout your career and your previous employment history. Before making a decision to accept your offer to do work experience, an employer needs to know a little about who you are and what you can do.

In addition to sending a resume to a company, you will also need to send a cover letter. A cover letter is a formal introduction to what you would like from the organisation and it explains why you have sent the application. A cover letter highlights relevant skills and attributes in relation to the requirements of the position.

A cover letter for work experience differs from a letter that you would send for a paid position as you will need to explain why you would like to do work experience at the organisation and what you are wanting to achieve.

If you would like assistance with writing a cover letter and targeted resume, visit the Careers website for further information, you can register for an information session or workshop and to upload your resume for a Careers staff member to review.


ACTIVITY 6

Be prepared to answer questions when you ring a company to request a work experience opportunity. If you are able to answer all or most of the questions they will ask, this will show you are organised and professional. These are some common questions you may be asked when approaching a company for a work experience opportunity.

1. How does work experience work?
2. When are you available?
3. What hours can you work?
4. What position would you like to shadow / do?
5. Do you have insurance?

If you cannot answer a question, tell the person who you are speaking to that you can find the information they require and you will get back to them.

ACTIVITY 7

When you speak to an organisation to ask for a work experience opportunity, it is a good idea to write a brief overview of who you are, what you want and what you need from the person who you are speaking to. This ensures you project a strong and clear message about yourself in your search for an opportunity. Be quick and straight to the point, offering as much information as you can. Your spiel should be about 15 - 20 seconds long. These 4 steps will help you to develop an effective pitch to the organisation.

Who you are: ___________________________________________ (Eg. My name is Jonathan Cable and I am currently studying Construction Management at Curtin University)

What you are looking for. (be specific and keep it simple) ___________________________________________ (Eg. I would like to gain some hands on practical experience as a Construction Manager)

Why this organisation ___________________________________________ (Eg. From my research, I have found that your organisation has a focus on providing a superior service and making a greener planet, visions and values I also share)

One very important element to remember is to PRACTICE. memorise your spiel and you will sound confident and professional.
If a company has expressed interest in accepting your offer, you may be invited to talk with them face to face about how to plan your placement. This is an excellent opportunity for you to gain insight into what the company expects of you and is also a good time to talk with them about what you would like to gain from the experience.

During this meeting or interview, it’s important that you are broad-minded about what you expect to do and learn while on your placement. Your placement is an opportunity for you to gain knowledge, meet new people and get an insight into a professional working environment. Do not expect to do the job straight away as if you were a paid employee, there is still lots of learning you need to do. Simply being in a workplace and meeting people who work in your industry is a positive step in your career development. Make the most of every opportunity you get.

**How to Negotiate**

Prior to starting your work experience placement, you may be required to negotiate with the organisation on how your placement will be carried out. Effective negotiation ensures that all parties involved get the most out of the experience.

Negotiation is not about winning, it’s about achieving the same goal, together.

Some points you may have to negotiate on are:

1. Your hours of work
2. What roles you will be doing
3. Balancing commitments

Below are some points to remember when negotiating with an employer:

- Be aware of the legalities of work experience and what your rights are;
- Focus on solving the company’s problems before solving your own;
- If your short term goals aren’t being met, make it clear that you are doing so to meet your long term goals;
- Give in on points to establish reciprocity;
- Do not assume to know everything;
- You can walk away.

Negotiation requires you to be assertive in standing up for your needs while considering the needs of the company. Good negotiations balances your self-interest with the interest of the organisation.

**Information You Need**

Before you can make the decision to move ahead with the work experience opportunity, you will need the following information.

- Who will you be reporting to and what their role is;
- Hours of work;
- The start and finish dates of the placement;
- What to do or who you need to talk to if you cannot make your placement that day;
- Some roles you will be doing;
- What you need to wear;
- Do you need work experience insurance.

**Accepting the Placement**

During your work experience placement, there are some things that you need to keep in mind:

- **Treat the Placement like You Were a Paid Employee**
  - Regardless of your motivations to do work experience, you need to make a good impression on the company. If you have ever heard the expression “it’s not what you know, it’s who you know” then you will understand that you will need to make a good impression even though you are not a paid employee. This is not only isolated to your manager or supervisor, but to your colleagues and team-mates. They all could potentially have an impact on your future career.
  - Some tips: Get to your placement on time, be proactive and show initiative. In most cases, a work experience opportunity can produce a great referee for your resume, good career direction and advice and they could even offer you a paid position.

- **Record Your Roles and Responsibilities**
  - It’s a good idea to record your roles and responsibilities and what you learned during your placement. When reflecting on your experience, whether you are updating your resume or writing a selection criteria, it can be difficult remembering what you did, particularly if your placement was some time ago.
  - Your list can help you to reflect on what you have learned and can help you in future interview situations.

- **During your Placement**
  - In an interview, an employer may ask you to give them examples of where you have shown a particular skill or have had experience in a role and you can use your records to remind you.
  - You may also be able to use your list of roles and responsibilities to assist in applications for professional accreditation and scholarship applications.

Curtin has developed an online iPortfolio for you to access so you can record what you did for your placement, any feedback you may receive and evidence of your work if appropriate.

http://iporfolio.curtin.edu.au
DURING YOUR PLACEMENT

In some rare cases, what the employer expects of you during your placement may not match your expectations. This can result in a dangerous or poor outcome, for both the student and the company. It’s important during your work experience opportunity you maintain a high level of communication with your supervisor to ensure that the placement runs smoothly.

Responsibilities of the Student

It’s essential that you observe the rules and regulations of the organisation. Training or an induction should be conducted prior to starting the work placement.

As an unpaid work experience student, you must respect the confidentiality and intellectual property of the organisation. If you would like to utilise any oral, written, graphic or electronic information produced by the organisation or yourself, you must ask the appropriate person for permission which is usually by writing.

If you feel that you are not safe or the placement is not what you thought it was going to be, then you need to speak with your supervisor or the person who negotiated your placement. You can also contact the Careers Centre if you feel that you cannot effectively communicate with the appropriate people and we can assist you to take the appropriate action.

Responsibilities of the Placement Provider

While on your placement, the organisation and your supervisor need to provide you with a safe working environment. This includes access to any necessary training, provision of tools, equipment and support during your placement to ensure that you can conduct your roles in a safe manner.

The company must also provide you with an experience to complete the agreed tasks negotiated prior to starting the work experience placement.

1. Before you start, meet with your supervisor to discuss what your roles and responsibilities will be. Record what you will be doing in case you need to reference it in the future.

2. Where possible, meet with your supervisor during your placement to ensure that what you are doing links to your goals and agreed activities.

THE FAIR WORK ACT

The Fair Work Act is the federal legislation that ensures that individuals participating in unpaid work have a set of terms and conditions, rights and abilities to enforce any misuse of service.

The following are a set of guidelines a work experience placement must be conducted:

- The student is not paid
- The student’s duties and responsibilities during the placement contribute to the development of their specific technical knowledge and development
- The student cannot be the “expert”, utilised for their knowledge and understanding gained during their studies
- Must be supervised by a professional with the appropriate qualifications and / or experience

11.4 Manage your career building process

After you have completed your work experience placement, use what you have learned and the information you have gained to help you in your future career.

UPDATE YOUR RESUME

Now that you have completed your placement, you will need to transfer your work experience opportunity to your resume. This is so you can illustrate to future employers that you have had hands on experience and have developed an awareness of the industry. If you have not recorded what you did during your placement, it can be difficult to remember, particularly if you are reflecting months after completing your work experience.

Employers consider work experience just as valuable as paid work. If you have a number of work experience opportunities, you may like to categorise your placements under a heading called “Relevant Work History” alongside any vacation or industry based experience. If you have any part time and casual work, you can add this section under “Other Employment”.

List the roles and responsibilities you did during your placement, remembering to highlight those roles that are relevant to the company you are applying to. Be specific and focus on “active words” such as; assisted, developed, maintained and researched. If you need more assistance with your resume, please visit the Curtin Careers website.

INTERVIEWS AND SELECTION CRITERIA

You can use your work experience opportunity to show relevant skills, attributes and hands on experience to an employer when you are interviewing or writing selection criteria for future roles.

Although you have not been paid, you have developed an insight into what it is to be a professional in your industry. You can use your work experience to show a potential employer skills such as working with teams, problem solving and any technical knowledge you developed.

If you would like further information on how to use your work experience opportunity for future interviews or when writing selection criteria, please visit the Curtin Careers website.

Utilise your work experience opportunity to help you gain future employment. Reflect your experience in your resume and remember you have gained useful workplace skills to help you apply for future roles.
ACTIVITY 8

Now that you have finished your placement, you need to reflect on what you wanted to achieve when you started and what you actually did. This will highlight any gaps and achievements which will help you take the next step in your career development.

Question 1.
What were your goals prior to starting your placement?
_____________________________________________________________________________
Did you achieve your goal? _______________________________________________________
Why not / How do you know you did? _______________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Question 2.
What skills did you hope to develop while on your placement? ___________________________
_____________________________________________________________________________
Do you believe you developed on those skills? _________________________________________
Why / Why not? __________________________________________________________________
_____________________________________________________________________________

Question 3.
What strategies could you use for the future to achieve what you set out to do? ______________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

If you have found that there are gaps, you may like to consider another work experience placement. There are however other opportunities that you could consider like finding vacation work, finding part time or casual work. If you need further advice, please visit the Careers website or make an appointment with your Career Development Consultant.

POST PLACEMENT INTERVIEW

A post placement interview may be conducted at the end of your work experience. This is a great opportunity for you to gain insight into what areas you did well in and what areas you may need further experience in. In a post placement interview, you may also be asked to provide feedback on your experience to assist in the development of future work experience opportunities and management strategies. It’s important, even though your placement has finished, that you remain professional.

Some questions that you may be asked are:
• What did or didn’t you like about your work experience placement?
• Did the work experience opportunity match your expectations?
• Can you describe the management style of your supervisor?
• How did you find the company culture?
• Was there adequate training?
• Did you receive regular performance appraisals?

A post placement interview is also an opportunity for you to thank the employer for the experience. This discussion could be an avenue to enquire about future employment opportunities should you feel comfortable to do so.

THANK YOU

After the placement, it is professional practice to send a thank you letter or email to your supervisor and let them know you appreciate the opportunity. Letting the company know you valued the experience maintains good relationships and networks.

In your thank you letter, you should include feedback as to how the placement has helped you, specifically outlining the skills and experience that most impacted on your career development. You can also include “special mentions” of people who you came across that made an impact on your experience.

The person who will be your referee should have worked beside you, observed you and also be someone who is senior to you.

You may like to ask your supervisor to be a referee for you. This person will give future employers information on who you are as a professional and to confirm claims you have made in your application.

It’s important you have a built relationship with the person who will be your referee. This discussion could be an avenue to enquire about future employment opportunities should you feel comfortable to do so.
Explore • Connect • Grow

CURTIN CAREERS CENTRE
http://careers.curtin.edu.au

JOBS & EVENTS CONNECT

Curtin Careers Centre
Curtin University of Technology
CRICOS Provider Code 00301J

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