

Tips for Successful Work Placement

Most employers understand that you are coming to their organisation with entry-level skills and that you are there to learn. They are not asking for anything that is not achievable. Turn up to your work-placement with a smile on your face, on time and ready and willing to learn and work, and you have made the first steps to being successful.

Be PUNCTUAL

This means:

Show up on time or even better – BE EARLY. This includes turning up to work and returning from breaks.

Be RELIABLE

This means:

If you say you're going to do something, whether it be completing a task before you leave, talking to another employee about something or completing some homework – DO IT!

Be PRESENTABLE

No bellies, busts, bottoms or boxers hanging out of your clothes! Dress appropriately for your workplace and make sure you're clean and tidy. Don't go overboard with perfume or aftershave and stay away from smelly things like cigarette smoke and too much garlic!

Careful of your COMMUNICATION

Remember that we communicate not only through what we say, but how we look, how we act, our facial expressions, our stance, what we write and how we listen. Always use your manners and don't gossip or complain to other staff – word gets around. You want your body language to say 'I'm here to work and learn and I'm interested!'

Show INITIATIVE

You can do this by asking plenty of questions. Find out what tasks you can do in-between jobs so you're never standing around doing nothing. For example, pick up a broom and sweep the floor, collect the coffee cups and wash them or clean or tidy something. Research your industry or workplace and ask your supervisor about something you found interesting that you'd like to know more about.

The Age of TECHNOLOGY

It is a fact that the world will not end if you don't check your mobile phone, access Facebook or listen to your I-pod until your lunch break or the end of the day. Don't keep your phone in your pocket and check messages during work hours, leave your earphones in your bag and be careful of Facebook posts, some employers use this when looking for staff.

