



Work Experience

s t u d e n t r e c o r d



The Redlands Regional Jobs Committee is proudly supported and funded by the Queensland Government

My details

Name

Address

Emergency contact
number

Course

Dates of my
placement

School details

Name

Address

Supervisor's
name

Contact number

Placement details

Business name

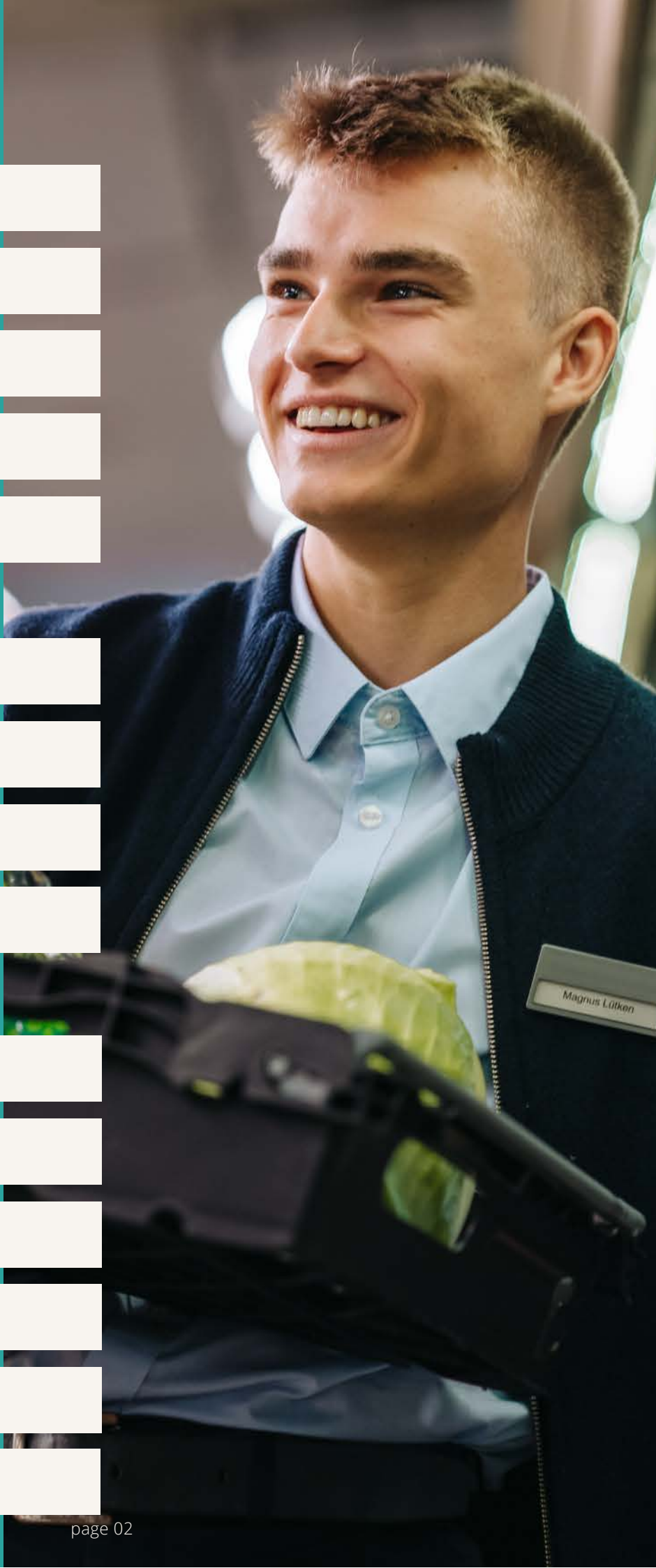
Address

Business contact
email or number

My role and/or
my department

My supervisor's
name and title

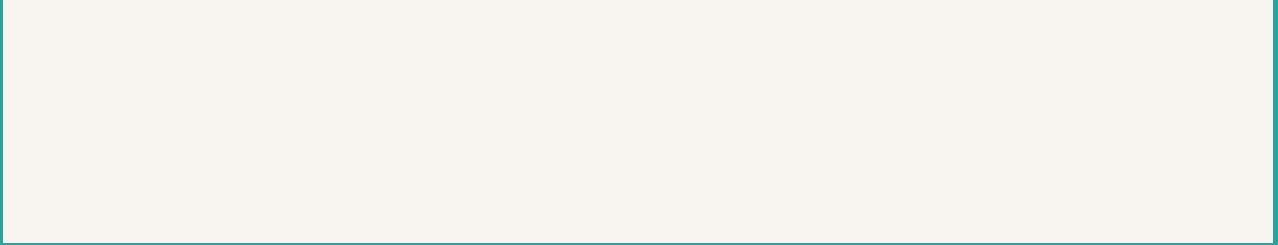
My supervisor's
number and email



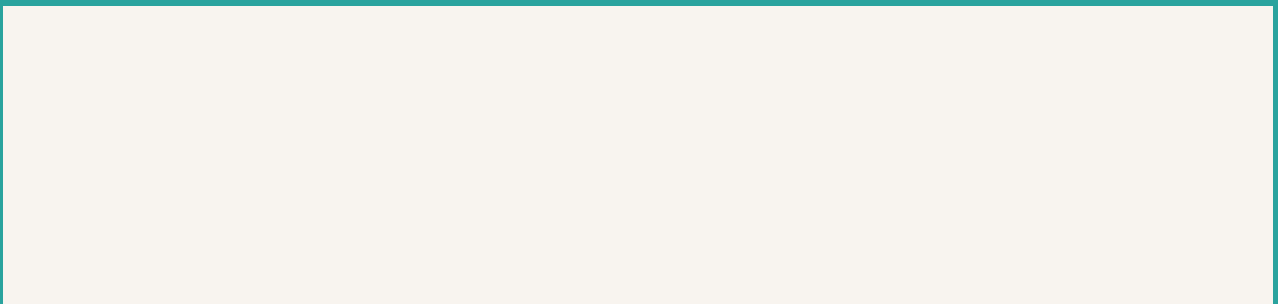
My diary

Date: _____

Tasks undertaken

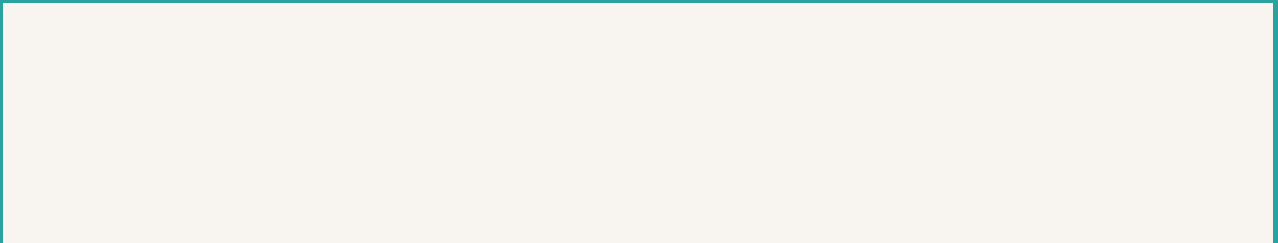


Reflections on what happened today

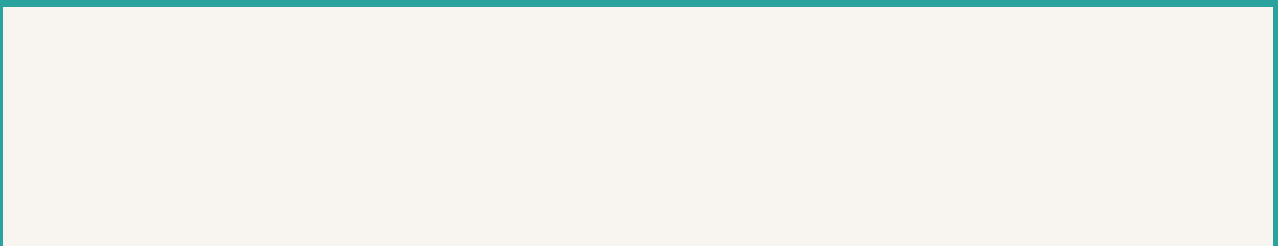


(e.g. personal targets met / employability skills used / qualities and attributes required to be successful)

List something that went well today / something that could be improved



Goals for tomorrow



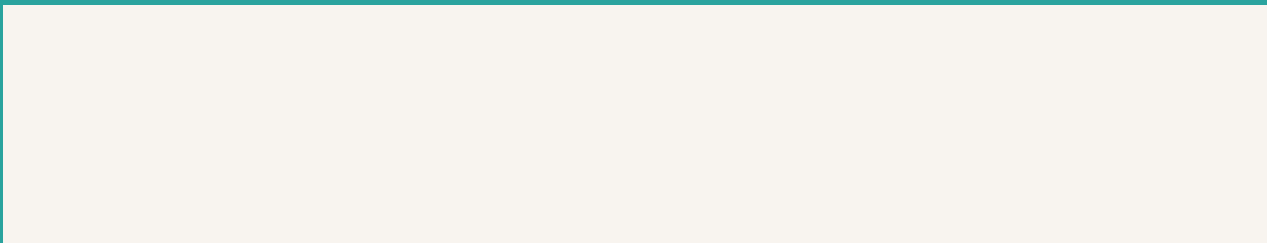
#hottip

*First impressions count! Be prepared, on-time and dressed appropriately.
Greet everyone with a friendly smile.*

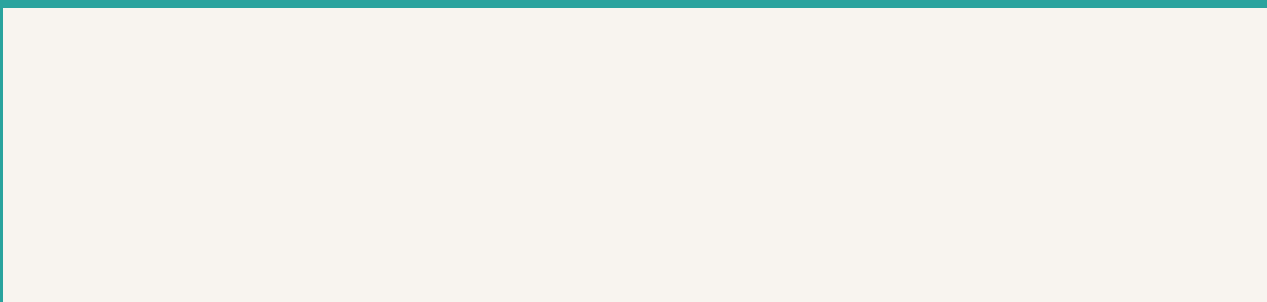
My diary

Date: _____

Tasks undertaken

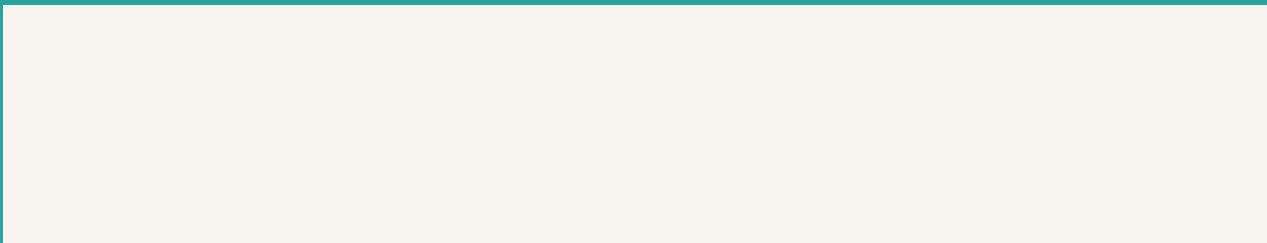


Reflections on what happened today

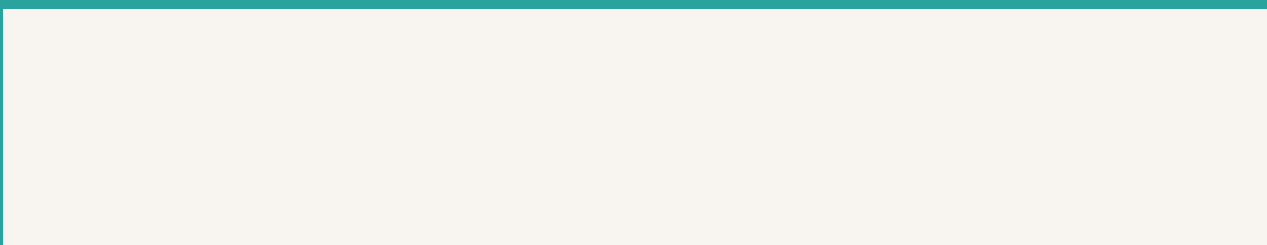


(e.g. personal targets met / employability skills used / qualities and attributes required to be successful)

List something that went well today / something that could be improved



Goals for tomorrow



#hottip

Use “active listening” skills. This includes verbal responses, eye-contact and asking follow up questions. Pay special attention to your body language. This helps to show that you understand and are interested in what they are saying.

My diary

Date: _____

Tasks undertaken

Reflections on what happened today

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Goals for tomorrow

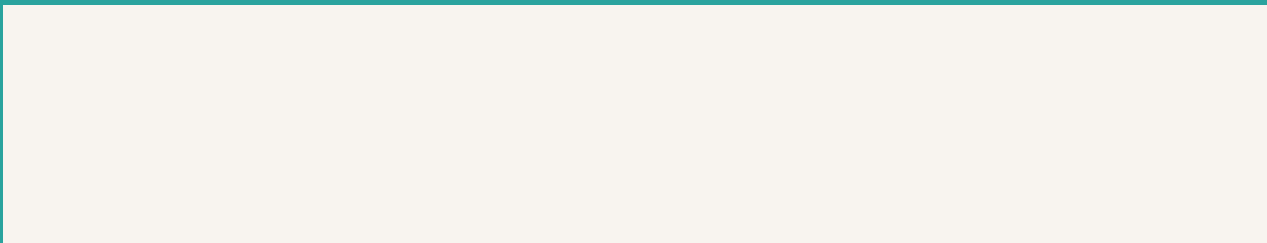
#hottip

Don't be afraid to ask people how they got into their profession – they'll appreciate your interest and their tips may come in handy later down the line!

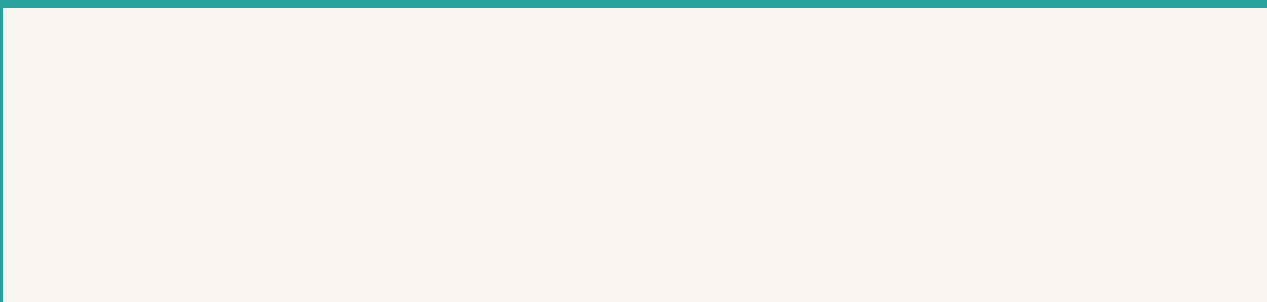
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Date: _____

Tasks undertaken

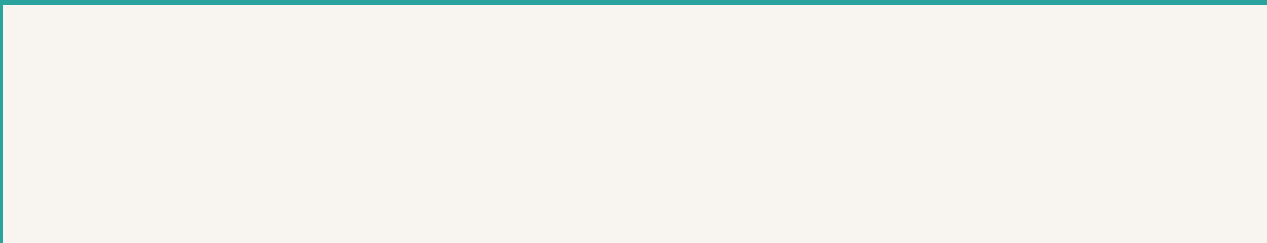


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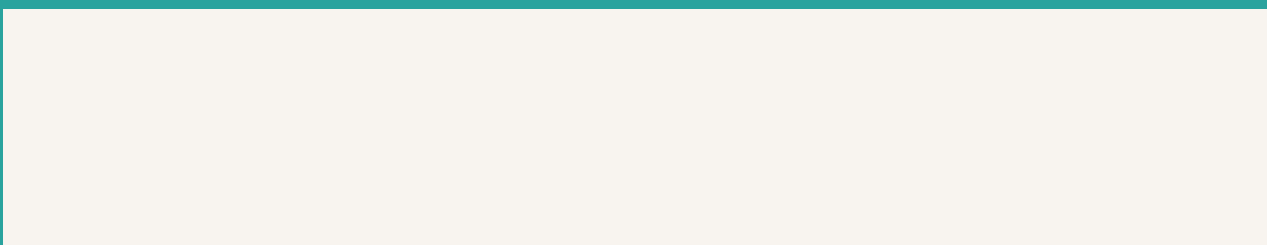


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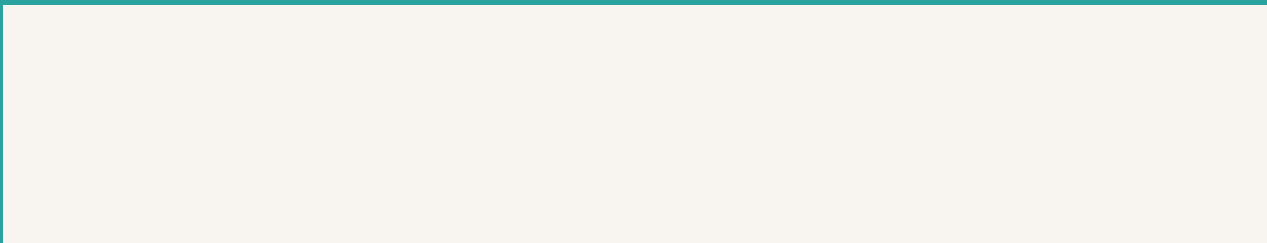
#hottip

Be proactive and take responsibility for your workload. If you're running out of things to do, let your supervisor know so they can organise more tasks. This is a much more helpful and proactive approach than simply waiting for something to do.

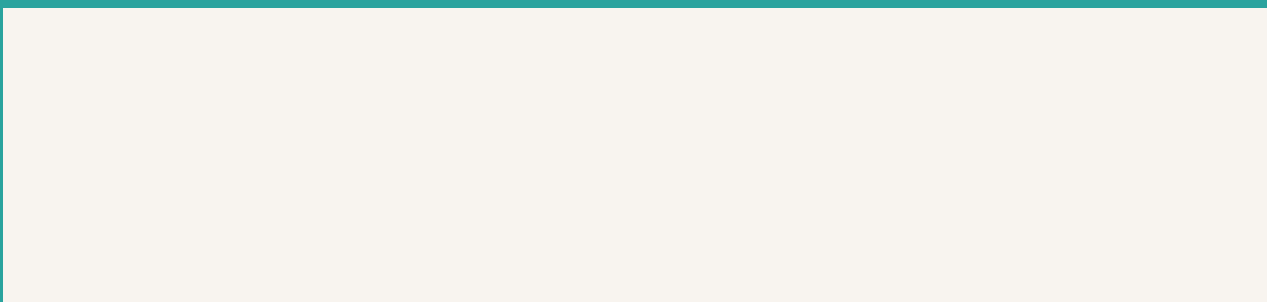
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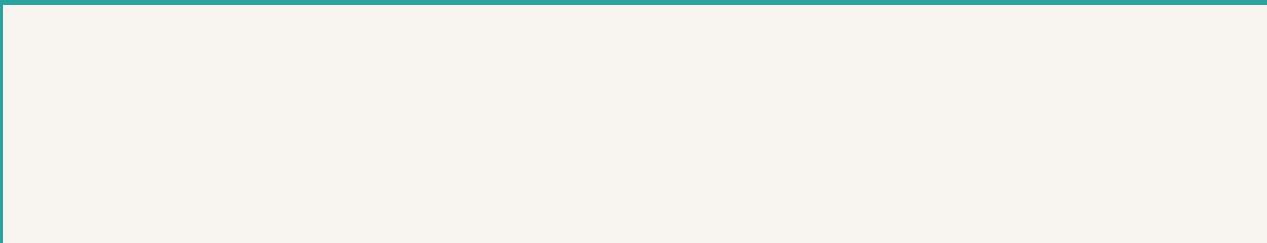


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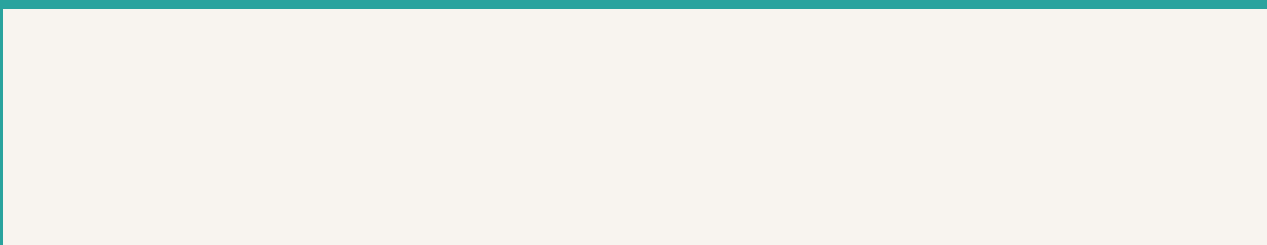


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Goals for tomorrow



#hottip

Send a thank-you note after you finish your placement via email or post. This shows courtesy, and will help to ensure that you're remembered. Even if you are thinking this workplace or career isn't for you, the people you have met may still provide advice or contacts in the future.

Self assessment

What have you enjoyed most about your work experience and why?

What did you find challenging and why?

What new skills, knowledge or personal attributes have you gained or improved upon?

Want to know more?

Have you checked out the resources available on the Redlands Regional Jobs Committee website? Learn more about different industries in the area, current jobs on offer, as well as training pathways and career planning tips in the GET SKILLED directory. Visit: redlandscostchamber.org.au/redlands-regional-jobs-committee



Self assessment

Did anything unexpected or unusual happen during your work experience?

How has your work experience influenced current thoughts about your future career?

What would you like to do next in terms of career development? (*research / further work experience / education / courses / visit / talk to*)



Employer assessment

Date: _____ Completed by: _____

What changes or developments have you noticed in your trainee since they started their placement?

To what extent did the student display the following attributes while on work placement with you?

	1	2	3	4	5
Punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourceful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ambition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persistence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk taker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrepreneurial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer assessment

What attribute(s) do you feel they display most?

What are their development areas to focus on?

General comments

Employer reference

Employer reference

Employer name _____

Position _____

Company _____

Email _____

Phone _____



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