



School District 53
Work Experience

WORK SITE ORIENTATION

During the interview and the first day at the work station the student should co-operate with the workplace supervisor to:

Activities

Please ✓ or Make Notes

1. Meet the company personnel.
2. Tour the facilities.
3. Receive safety instructions.
4. Learn the type of business, the function and the purpose of the company.
5. Learn the purpose and function of their department
6. Learn the organizational structure of the company
7. Learn the hours of work.
8. Understand the dress code.
9. Understand the health and safety rules.
10. Know the name and telephone number of the person to contact if the student is away.
11. Learn the company policies pertaining to "regular" employees (eg ph. usage, importance of confidentiality, attendance, punctuality).
12. Receive special equipment (uniform, ID cards, locker).

Other Activities: _____
