

I've Started my Work Experience, now what?

Here are a few things you can do to make your work experience a successful one.

1. Report to your placement site on time & be certain to inform the employer if you will be late or cannot be there. 
2. Keep track of your training hours. Be sure to complete & submit your attendance report according to the schedule you arranged with your Employment Consultant. 
3. Be aware that all training offset checks will be mailed to the address you specify at the beginning of your work experience. 



Your Guide to Work Experience Placements



VERMONT

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CreativeWorkforceSolutions
An Initiative of the Agency of Human Services

What is a Work Experience?



A work experience placement is a temporary training opportunity designed to expose you to the typical day to day activities you may encounter in various work environments.

Work experiences provide consumers with the opportunity to train and learn in an actual work setting. The placement allows individuals to gain actual work experience which can then be included on job applications and resumes.

Since a work experience takes place in a real workplace it is essential that participants understand the importance of maintaining a professional attitude while striving to meet employer expectations.

How could a work experience benefit me?

Work Experiences provide the opportunity to:

- Add to my “toolkit” by developing new skills or improve on skills I may already have.
- A work experience can be used to evaluate my existing work skills. This can be helpful in determining if additional training may be required.
- Let me explore different careers & determine a good fit for me.
- Build professional references & strengthen my employment network.
- Build confidence in my abilities & overcome individual challenges in a supportive environment.
- Get a “foot in the door” at a prospective employer. (Some placements have led to offers of employment).
- Allow me the opportunity to showcase my skills & work ethic to a potential employer.

What a work experience is not:

As you have read, a work experience can be many things to an individual. There are however some things a work experience placement is not.

- Obtaining a work experience is not a promise of employment. It is important to realize that a work experience is a short term, temporary placement.
- While you may receive a small training offset (i.e. expense reimbursement) this amount should never be relied upon as income. In short, a training offset is not a weekly paycheck.
- Work experiences are not long-term training programs. Work Experiences typically last only a few weeks.

REMEMBER TO CALL IF YOU WON'T MAKE IT!!

Employment Consultant Phone:

Business Phone: