



**Answer each of the following questions in a point form or paragraph style, typewritten report and hand it in to the Career Centre. Go deep in your thinking here – show growth!**

1. Describe the type of business the company/organization does.
2. Describe where you worked, when you worked, and what you did. (Give an overview of your job, tasks, assignments routine duties and anything else you did).
3. No matter what your job, you should be developing skills. Refer to the list of employability skills needed for any workplace. List at least four (4) transferable skills that you consider important for the job you were doing.
4. Provide some examples of how you practiced each of the transferrable skills you identified in question #3. How will these skills help you be successful in your future career?
5. Etiquette is very important in the workplace, describe the expectation of your employer with regard to personal conduct/dress and interaction with the public (if applicable).
6. What are some strategies that you could have (or did) use to minimize workplace hazards and meet your workplace safety responsibilities?
7. Describe an example of a success you experienced on the job site. How was your interaction with co-workers and/or supervisors affected by this success?
8. What did you learn from this experience? (What did you learn about the job, about working, about yourself? Did you encounter any problems? If so, how did you solve them?)
9. Identify at least four(4) new technical or workplace-specific skills that you learned or used? (ie use of specific tools, computer software, cooking skills, inventory control, etc....)
10. How has this work experience affected your career plans? (How have your future plans changed – or not changed – as a result of this experience?)

**Once complete hand in to your Career program Teacher/Coordinator.  
Missing Assignments may result in hours not being credited.**