



Checklist for Placing a Student on Career Prep Work Experience

Photocopy for each student, if desired

Prepare Student for Work Experience (Orientation)

- WorkSafe Education
- Resume Writing
- Cover Letter writing
- Interview Skills
- Complete Emergency Contact Information Form

Placing a Student

- Contact potential employer
- Complete Worksite Safety Check (*only if unpaid & only required once for initial set up*); attach to Employer Profile & forward to the Career Programs Office
- Create Employer Profile (*required once only for initial set up*) & submit to the Career Programs Office
- Complete CIS Student Entry to create Standard Worksite Agreement (RSB30) (*only if unpaid*).
 - Forward completed original to the Career Programs Office (via School Board Mail)
- Generate 3, 2-sided copies of the RSB30 & distribute as follows:
 - Student/Parent
 - Supervisor of Work Placement
 - Career Prep Teacher
- Forward a copy of the Emergency Contact Information Form to the Supervisor of the Work Placement
- Complete Student Work/Volunteer Log
- Complete Supervisor's Evaluation/Student Reflection
- Student advised to thank employer (*eg. Letter, card, gift, etc.*)