

Tips for Maximizing Your Work Term Experience

- ✓ Ensure you clearly understand the employer's expectations of you
- ✓ Learn and follow the rules and regulations
- ✓ Within the first week, check to ensure you are meeting these expectations
- ✓ If at any time you are unsure of the work you are doing (eg. Due to inexperience or lack of information) ask your supervisor
- ✓ If you are completing projects and work ahead of expectations, let your supervisor know. Consider making suggestions for additional work or projects
- ✓ Look for opportunities to demonstrate your positive attitude, strong work ethic and initiative
- ✓ Ask questions and become an active participant in the organization
- ✓ Look for learning opportunities
- ✓ Show enthusiasm, be willing to take on challenges and mundane tasks
- ✓ Continue to ask for feedback on how you are doing, look for ways to improve your work
- ✓ Accept feedback and acknowledge it as a way to improve your skills
- ✓ Look for ways to develop positive and reciprocal professional relationships with co-workers, supervisors and managers – you never know how these will benefit both you and them in the future
- ✓ Avoid negative office politics
- ✓ Use company resources for company work only. This includes not using the telephone, internet or computer for personal use.