

# Student Work Experience Diary

## DAY ONE – ABOUT YOUR WORK EXPERIENCE EMPLOYER

What type of work does the organisation do?

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What are the major occupation titles within the organisation you are experiencing? (e.g. administration, sales, machine operator, driver.)

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Are the occupations full-time, part-time or casual?

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Identify the area in the organisation you might like to work in.  
What attracts you to this area/position?

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Who did you meet today and what were their roles at work?

Name	Position	Personality Traits (organised/happy/busy)

What was your first day like? Did you enjoy it?

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Was your first day harder than you thought? If so, why?

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What was something you gained from your first day?

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## DAY TWO – YOUR WORK EXPERIENCE

Write what tasks you did today

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What are some safety issues at your workplace?

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## DAY THREE – YOUR WORK EXPERIENCE

Write what tasks you did today

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How many employees work with your organisation?

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## **DAY FOUR – YOUR WORK EXPERIENCE**

Describe the relationship you have created with your host supervisor? Are you comfortable with asking questions, discussing workplace related topics and talking about your career aspirations?

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Do you feel you are suited to this work? What have you liked or disliked about it?

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## **DAY FIVE OR FINAL DAY – YOUR WORK EXPERIENCE**

Remember to thank your Supervisor and/or Manager at the end of the day!