

Monash Engineering – Work Experience Student Reference Kit

Congratulations on securing your work experience - we hope that it will be fulfilling and rewarding for you! This resource kit has been put together to provide you with tips and guidance for your work experience; being as prepared as you can be for your work term will set you up for success, and time invested in reading this guide will help you transition to your new workplace and become productive more quickly.

The kit consists of the following:

- The Job Offer
- Behaviours - Ethics, Conduct and Communication
- Induction and Occupational Health and Safety
- Student Support
- Workplace Journal
- Continuous Professional Development Submission
- Finishing up on a positive note

The Job Offer

Have you received your offer of employment yet? You must receive your contract of employment prior to starting. Are the details correct? For example:

1. Employment term length
2. Starting date
3. Payment rate – check the pay rate is as previously agreed and you will be required to provide bank account details for payment of salary.
4. Outline of tasks and responsibilities
5. Supervision – Your organisation is required to provide you with information about who your supervisor or direct report person is within your offer documents.

It's important to check all of the above details prior to your first day of employment.

Behaviours

Ethics and Professional Behaviour

You will be required to complete an employer induction which will consist of elements associated with Bullying and Ethics. Please ensure you comply to the organisations requirements surrounding these behaviours. Students will be expected to show respect towards all persons, industry staff, clients and the general public at all times. Demonstrate a high standard of workplace behaviour and personal conduct at all times.

Representing Monash - Code of Conduct

While you are working at an organisation you will also be representing Monash University. We will of course assume that you will act in a professional manner at all time. Some things to remember, please be punctual for meetings and in the delivery of your work. Respect the organisation's property and staff with whom you work, and actively be part of the team.

Business Culture

Business life is different from university life. There are likely to be more constraints and a more rigorous set of demands on your conduct. Before you commence your work, research the organisation's strategic values and mission statements. Always ensure that your supervisor knows where you are. Always check with your supervisor before you undertake any extra-ordinary activity or leave your normal environment.

Security and Confidentiality

You may be asked to sign, and respect the terms, of a confidentiality agreement which may also consist of an intellectual property clause. You may wish to obtain your own independent legal advice on the terms of that document before you sign it. You should consult with your employer if you have any concerns or questions. You must also comply with procedures and standards concerning access to, and the use of passwords, keys, documents and computer equipment. In particular, do not discuss the organisation's confidential matters with your friends or any other person. Do not use the organisation's facilities for your personal benefit, and always seek permission for access to materials or equipment.

Performance

The reputation you establish in your employment will stay with you – aim for excellence. You will be subject to normal organisation appraisal procedures, and additionally will be evaluated on behalf of the university. Establish what is expected of you and seek guidance on how you are progressing. Make use of the organization and university staff and resources available to you.

Useful reading prior to beginning your work:

- <https://www.monash.edu/students/experiences-employability/course-related/wil/maximising>
- <https://www.monash.edu/students/experiences-employability/course-related/wil/portfolio>

Induction and Occupational Health and Safety Checklist

It is expected that you will be given an induction/orientation within the first week of commencing your Co-op term. In some cases, this may be required to take place before you enter the worksite. This will help to ensure your safety as well as help you to make a quick and efficient transition into your work place environment. As a minimum, the following should be covered:

Introduction to the team:

- Introduced to the staff you'll be working with;
- Shown the workplace equipment (computer, photocopier, phone etc...);
- Know who you should talk to if you have any questions/concerns;
- Shown the location of the workplace facilities such as: toilet, office supplies, kitchen, staff areas, food outlets etc.

Overview of the Organisation:

- The activities undertaken by the organisation have been explained to you;
- An outline of the management structure of the organisation.

Expectations during your work term:

- Discussed work behaviour requirements and expectations;
- Explained start and finish times, work breaks, routines etc;
- Explained policies on personal phone calls, mobile phones and emails;
- Explained any confidentiality expectations;
- Outlined the procedure you should to follow in the case of non-attendance;
- Outlined the planned activities/tasks you will be expected to perform.

Health and safety:

- Explained the dress standards applicable to the job and workplace such as personal protective equipment;
- Discussed relevant procedures in case of accident, fire, evacuation plans and emergency points;
- Explanation of significant hazards, safety procedures, manual handling procedures and risk assessments;
- Introduced the first aid officer and shown the location of first aid;
- Explained your requirements for reporting any injuries or incidents;
- Introduced you to the organisation's health and safety representative and HR officer;
- Demonstrated the online HR platform, discussed your payment and other entitlements.

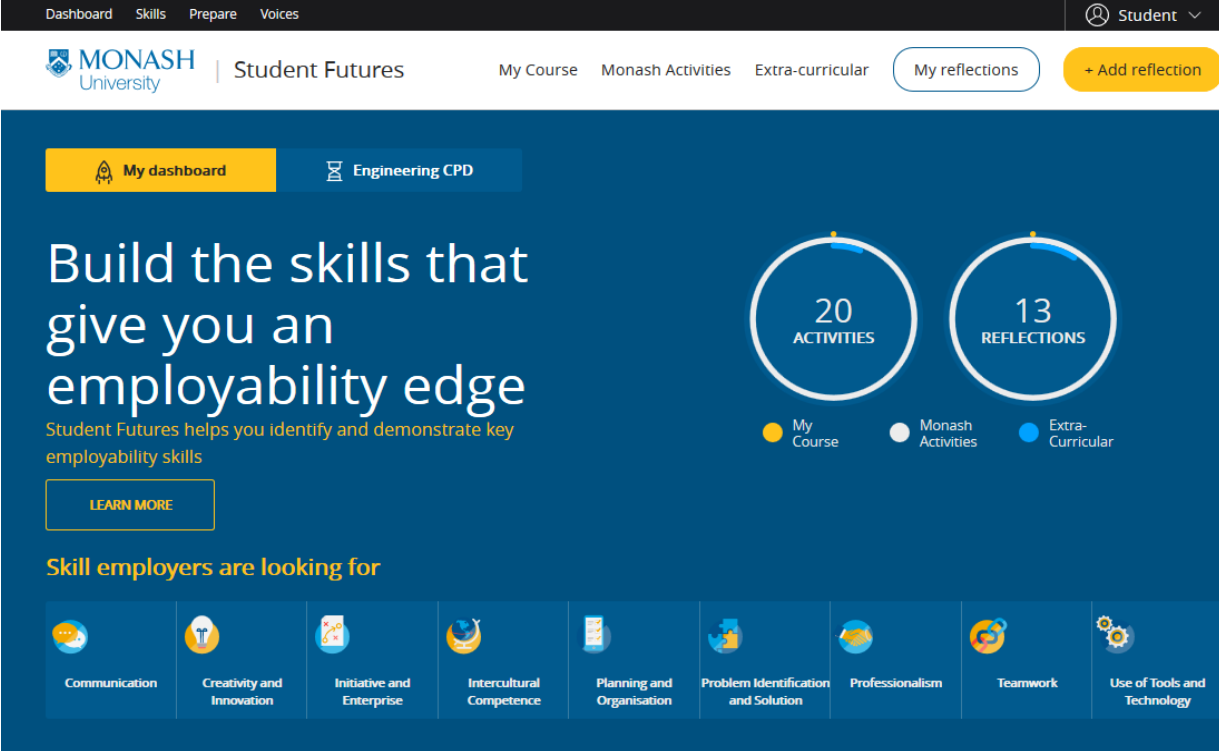
Student Support

Whilst completing your work term, please remember that you are still a Monash University student and you have full access to the Monash University systems and support services.

Student life and support services offer the following: Health services, Support and Services, Safety and Security, Student news, What's on campus, Clubs and sport, Study programs, Self-development and Rights and grievances. Refer to: <https://www.monash.edu/students/support>

Continuous Professional Development Submission

Every hour you complete for your work term can be used towards your Continuous Professional Development requirements (CPD). Remember to complete your workplace journal within this same format so you can upload/copy it into the Student Futures system.



The screenshot shows the Student Futures dashboard for an Engineering CPD user. The top navigation bar includes 'Dashboard', 'Skills', 'Prepare', 'Voices', and a 'Student' profile dropdown. The main header features the Monash University logo, 'Student Futures', and navigation links for 'My Course', 'Monash Activities', 'Extra-curricular', 'My reflections', and a '+ Add reflection' button. The dashboard content includes a 'My dashboard' and 'Engineering CPD' section with a progress indicator. A large heading reads 'Build the skills that give you an employability edge', followed by the text 'Student Futures helps you identify and demonstrate key employability skills' and a 'LEARN MORE' button. Two circular progress indicators show '20 ACTIVITIES' and '13 REFLECTIONS'. A legend below indicates 'My Course' (yellow), 'Monash Activities' (white), and 'Extra-Curricular' (blue). A section titled 'Skill employers are looking for' lists nine skills: Communication, Creativity and Innovation, Initiative and Enterprise, Intercultural Competence, Planning and Organisation, Problem Identification and Solution, Professionalism, Teamwork, and Use of Tools and Technology.

Finishing up on a positive note

1. Demonstrate Your Growth

You've just put in a mountain of hard work and showcased your professionalism and motivation to begin the foundations of a successful career. You have undoubtedly learned a lot along the way, and that is the crux of a work opportunity. Invest your energy and motivation to complete all projects and tasks with an eye for detail, and go above and beyond for any final tasks. Show your supervisor and colleagues that you listened, learned, and grew during your time with them.

2. Set an Appointment with your Supervisor

A week or so prior to your work end date, set a meeting with your supervisor and save it in their calendar with a formal agenda (remember, you called the meeting). During that meeting, if you feel comfortable, try to talk to your supervisor about the following:

- Your level of employability – what areas she/he thinks you are great at, as well as where you can further develop and improve (set some tangible goals here).
- Express your interest in future opportunities with the company, then ask about them: Is the company hiring—for which positions, and when? If so, would you be a good candidate? Is there anything you can do to strengthen your application? See if you can leave a copy of your resume before you leave.

- Ask for a letter of reference from your supervisor – include areas of responsibility and the results you achieved.
- Seek permission for any work you would like to include in a portfolio you endeavour to put together, or examples of work to list on LinkedIn. See if you can connect with 3 industry contacts that your supervisor might know who could connect you with other industry opportunities – then seek permission to send these three contacts personalised emails introducing yourself, or connect with them on LinkedIn and send them a message outlining your career interests.

3. Update your Resume & LinkedIn profile

Update your Resume/CV as soon as you can while everything is still fresh in your mind. Include your responsibilities and provide tangible and quantifiable examples of what you did – what were you responsible for and how did you make improvements to the business? What were the outcomes and results of your hard work? Update your LinkedIn profile as well – the added business branding on your page will get you more views in future searches. Why not write an article about your experience and post it on LinkedIn? Create content, it's a great way to show your talent and personality to a prospective employer.

4. Thank Everyone

Before you leave, send a brief email to the entire team thanking them for their time and support. Give everyone your contact information and gather their business cards or connect with them on LinkedIn. For anyone you worked closely with, send a separate email with a more personalised thank-you, or go the extra mile and give them a hand written thank you card. You can also politely ask if they would be comfortable being listed as a reference, or if they could provide you with a LinkedIn recommendation. On your last day, walk around the office and be sure to say a friendly goodbye to everyone before you depart. A thank you goes a long way!

5. Keep in Touch

Even months after the completion of your work term, don't let time be a deterrent and don't be afraid to follow up with the people you worked closely with. Whether you come across an article you think your former manager would like, you ask to catch up for coffee one morning, or you just want to say hello, feel free to reach out over email or LinkedIn. Use this moment to also follow up on any potential job opportunities. We're all human and everyone loves to talk about career goals and the industry, and building a relationship with a mentor at the company can be immensely valuable in helping you land a full-time position. Take control of your own career and job prospects, because opportunity is everywhere, YOU have to find it.