

The Interview

Must include:

- Introductions and confirmation of student name, grade, school and program;
- Hours of work;
- Job tasks;
- Dress code;
- Who and where to report;
- Who is the back-up supervisor;
- Safety considerations such as fire exits, dangerous areas, emergency procedures, who to report to in case of accident/injury/harassment, student's emergency contact number;
- Other worksite considerations such as confidentiality; and
- Sign the Work Education Agreement.** (Make sure student, parent and teacher's signatures have been completed then add yours. Keep the employer's copy of the completed form. Signing the Work Education Agreement is a very important step because the it confirms Workers Compensation coverage by the Vancouver School Board and provides the City and civic boards with some liability protection)

Other possible questions/topics:

- Ask for a resume.
- Why did you choose the Career Preparation program you are in?
- Have you been on a work experience placement before? If so, what did you do?
- What did you enjoy/not enjoy?
- What did you learn?
- What other experience do you have (such as part-time work, volunteerism, extracurricular activities)?
- What are your plans after graduation?
- What do you know about what this department does?
- What would you like to achieve during the time you spend with us?
- Is there anything else about yourself you would like to tell me?
- Do you have any questions for me?

Note: *If you feel the student is not suitable for any reason, you are not obligated to continue with the placement. Please immediately notify the appropriate school contact (see attached "Contact List")*