

# TIPS TO MAKE THE MOST OF YOUR PLACEMENT

At JCU, Work Integrated Learning (WIL) can take many different forms, including:

- Clinical placements
- Practicums
- Fieldwork
- Internships
- Vacation work
- Volunteer roles

These opportunities equip students with practical skills and experience to succeed after graduation. Follow our tips to make the most of your WIL opportunity.

1. **Set goals.** Both personal and professional goals can help you make the most of your placement, help you stay on track and know if you have achieved what you have set out to do.
2. **Ask questions.** A placement is a learning process and you may need to seek clarification along the way.
3. **Participate in the activities that you are invited to.** It's a great way to meet people at the organisation who are investing their time in your experience.
4. **Share your ideas.** People want to know what you think, so speak up!
5. **If you finish your work, ask for more.** By taking the initiative, you may end up with an awesome project or learning experience.
6. **Dress for the job you want, not the one you have.** Always be sure to follow the dress code and make sure your clothes are clean, neat and pressed.
7. **Get a good night's rest.** If you're used to going to bed at 2 am, the sound of the alarm at 6 am is going to be a rude awakening (literally and figuratively). No one at your workplace will care if you're tired, so don't look or act tired.
8. **Consider your placement as a very long interview.** This is your opportunity to make the most of each day with the potential of getting a job offer at the end.
9. **Ask people if you can be of help to them.** You might think you don't have a lot to offer, but you may be surprised.
10. **If you make a mistake, acknowledge it, find a way to fix it, and move on.** Don't make excuses.
11. **Ask for feedback.** Some supervisors will be good at giving you positive and constructive feedback, while others may be less forthcoming. If they know it's important to you, they may be more likely to give it.
12. **Explore your new location** – if your need to relocate for your placement, take advantage of your time there to explore where you will be based.
13. **Connect with JCU Alumni.** Tap into LinkedIn Find Alumni tool (under the My Network tab)

14. **Say please.** It's amazing how many people will be willing to help you if you ask nicely.
15. **Follow all computer rules and lock your computer when you move away from your desk.** Also, if your organisation has a social media policy, refrain from posting on Facebook during work hours.
16. **Avoid office gossip.** If someone talks about others to you, they are probably talking about you to others.
17. **Pay attention to your experiences, reflect on them, make a few notes.** Your worst *on-the-job* experience may someday be your best interview story. The trick is remembering all the details.
18. **Be present and enjoy the experience!**
19. **Keep in touch.** Don't wait until you need something to e-mail your former supervisor. Send an e-mail every once in a while to check in and let them know how you are doing.
20. **Thank people and let them know how they impacted your life and career.** A handwritten note is a very nice touch.

## More resources for you

The JCU Career Development Program is designed to give you the tools to make the most of your studies and to actively pursue your career goals. The ***Work Placement Preparation*** stream offers the following modules:

- Seeking Work Placement Opportunities
- Applications for Work Placements
- Interviews
- Thriving in a Workplace
- ePortfolio Basics
- Maximising an ePortfolio
- Networking

To use this valuable resource visit [jcucares.info](http://jcucares.info)  
or go to **LearnJCU > Student Resources > Career Development**