



Work Experience Log Book

Kickstart your Career in Customer Service: Call Centre operations

Add Learn Local Provider

Add partner logo

Name:

Employer:

Section/Location:

1.

2.

3.

4

Dates of placement:

Supervisor/supervisors:

Key Contact Person:

Supervising Teacher:

Day 1

Date:

Supervisor & section:

My tasks:

Debrief: which employability skills did you observe?

Additional comments/observations/issues:

Day 2

Date:
Supervisor & section:
My tasks:
Debrief: which employability skills did you observe?

Additional comments/observations/issues:

Day 3

Date:
Supervisor & section:
My tasks:
Debrief: which employability skills did you observe?

Additional comments/observations/issues:

Day 4

Date:

Supervisor & section:

My tasks:

Debrief: which employability skills did you observe?

Additional comments/observations/issues:

Work Experience Evaluation

1. Which part of the placement did you most enjoy? Why?

2. What jobs or tasks would you find difficult, unpleasant, boring or repetitive?

3. What did you learn from the staff who spoke to you on these visits?

4. How would you cope with the demands of the working day in terms of hours, routine, breaks, lack of your mobile phone etc?

5. What areas of the organisation would you like to pursue as a possibility for a job? What areas have you eliminated as not for you?

6. On reflection, what did you learn about yourself from work experience?

7. On a scale of 1 to 5, 5 being the highest, what rating would you give work experience?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>