

## PRE-EMPLOYMENT ORIENTATION AND SEMINAR

### TIME SCALE:

Date	#	Module/ Topic	Assignment Due
	1	Orientation: Syllabus review	Student Internship Application, Personal Objectives Social Insurance Application, Weekly Report, Open Portfolio File
	2	<b>Self Awareness:</b>	Overview of Assignments, Due Dates
	3	Personal Profile 'e' portfolio	Keirsey Temperament Sorter (Personality Type) Career Cruising Interest Inventory
	4	Introducing Yourself	Autobiographical Statement, Career Planning Wheel
	5	"First Impressions that Last"	(guest presenter)
	6	<b>Personal/ Career Management</b> Portfolio Assignment <b>Job Search</b>	Proposed Calendar (Spreadsheet) Begin Portfolio Assembly. Occupation/ Education Profile Research
	7	Related Local Contacts	Identify possible Informational Interview sites
	8	Information Interview/ Site Profile	Telephone Contacts/ appointments (guest presenter)
	9	Resume	Application Forms, Summary of Skills, Format
	10	Cover Letter	Format and contents, Autobiographical presentations
	11	Interview Contacts	Phone & Personal Contacts
	12	Safety 101 Course	<a href="http://www.safemanitoba.com/hs_101_manitoba/presentation/index.aspx">http://www.safemanitoba.com/hs_101_manitoba/presentation/index.aspx</a>
	13	Confidentiality/ Work Place Ethics	
	14	First Aid Training (full day)	St. John's Ambulance, Gord Stobbe, 745-2623
	15	School Lab Safety Audit I.A. H.E., Custodial, 7/8 Science	Clear with Jack, Don T., Allan M. Small groups
	16	Safety Audit Review	
	17	Confirmation Interviews	Visits and interviews
	18	Confirmation Interviews	Visits and interviews
	19	SAFE training (full day)	<b>On Site Practicum (Workers of Tomorrow)</b>
	20	Portfolio Requirements & Assembly	Bring binders and document sleeves
	21	Portfolio Assembly/ Test Review	Bring binders and document sleeves
	22	Exit Quiz Completion	Take Home & In-Class (Min. 80% Req.)
	23	Quiz Review	Select class rep. for "Sponsor Appreciation"
		Commence Work Site Placement	

### Schedule following Pre-employment Orientation

<b>Completed "Student Weekly Reports" are to be submitted to the coordinator weekly. Interns who are unable to attend their work site are required to inform their sponsor and the school of their absence.</b>		
		Collect Invitations and Banquet instructions from the Office
		Invitation to Sponsors by:
		Final Date for Portfolio Submission
		Banquet Planning
		Banquet Planning
<b>May 21</b>		<b>SPONSOR APPRECIATION BANQUET, Carman</b>
		Collect Your Graded Portfolio