

## **A Step by Step Guide for making a phone call to ask for Work Experience**

There are advantages to making a phone call to a company to ask about work experience

One main advantage is that when you make a phone call to a company, you are often redirected to the work experience coordinator where you can organise your work experience straightaway.

Here is a step by step guide to help you with calling an employer.

### **Step 1: Introducing yourself**

It is best to introduce yourself first.

- Start by giving your full name (first name and surname)
- State which school you are from (Winchmore School)
- State that you are looking for a work experience opportunity

Now the employer knows who you are, where you're from and what you are calling for.

### **Step 2: Why are you calling?**

Now it's time to explain why you are calling. Keep it simple and clear.

- State why you are contacting that particular company. Is it a sector or an area of work that interests you?
- Ask if they have any placements available
- Give the company the dates when you need a work experience placement.
- State if you are in Year 10 or Year 12

### **Step 4: Additional information you may need to give**

You may be asked some additional questions. It is useful to have the following information ready

- Your school email address.

**Do not give your personal email address.** You must only use your school email address

- If the employer asks for a contact number please give your parent/carers number (please check with them first that they are happy for you to do this)

#### **Step 4 Further steps- redirected to a new contact**

If you are redirected:

- You will need to introduce and explain yourself again
- Make a note of whom you are talking to and their job title

You may also be asked additional questions such as

- What are you currently studying
- What are your interests
- Why do you want to work for the company
- Why do you want to work in that sector

#### **Step 6 - Required Unifrog details**

The school uses the online platform Unifrog for work experience record keeping.

If you are successful please make sure you know the following so you can complete your part of the Unifrog Form

- The company name
- The company address
- The company phone number
- The name of the person organising your work experience in the company
- Their email address
- Confirm the company has Employers Liability Insurance