DALHOUSIE UNIVERSITY

MANAGEMENT CAREER SERVICES

READY FOR YOUR FIRST WORK TERM?

BEFORE YOU START THE JOB

- Confirm your start date and arrival time for your first day on the job.
- Identify the dress code and prepare the necessary attire.
- Ask if there is any information you must give to your employer in advance.
- Research the organization to familiarize yourself with current projects and/or upcoming events.
- Have transportation arrangements ready so you can arrive 10 minutes early.

BEING SUCCESSFUL ON THE JOB

BEFORE YOU END THE WORK TERM

- Ensure all projects and tasks are completed to the satisfaction of your supervisor.
- Complete your Work Term Report prior to your departure. You won't have access to all the necessary information after you have left the position.
- Clean files, return keys and pass on any confidential information. Leave your work station neat and tidy.
- Ask your supervisor for a positive letter of reference and try to keep in contact after the work term.

- Fully understand your job expectations and obligations. Constantly review your job description. Ask questions and take notes.
- Keep teammates informed of your progress and follow through on your commitments.
- Earn your supervisor's respect by showing effective and professional work habits, including:
 - Paying attention to detail
 - Taking initiative / Be proactive
 - Ensure accuracy •
 - Be dependable
 - Be punctual
 - Show enthusiasm and team spirit
- Continue to build your network by getting to know various people and roles.

NEED HELP ALONG THE WAY?

Management Career Services is here to support you with ANY challenging or difficult situation you may experience while on your work term. Simply give us a call or send us an email and we'll provide immediate assistance.

(902)494-1515 mcs@dal.ca



Requirements to receive academic credit for your work term:

- 1. You must work a minimum of 35 hours / week.
- 2. Your work term must be a minimum of 12 weeks.
- 3. You must receive a positive evaluation by your supervisor.
- 4. A passing mark must be received on your Work Term Report.

Develops your Professional Image

A professional appearance, including appropriate dress and grooming practices, can help you gain confidence and create a positive impression. To gain a better understanding of the dress code at your work place, seek clarification from an experienced colleague or your supervisor ... they'll be impressed you asked!

WHAT IS BUSINESS PROFESSIONAL?

- Solid, dark or neutral colors (navy blue, black or grey)
- Suit jackets / blazers and pants / skirts should be matching colors
- Solid-coloured, button-front shirts with collars underneath suit jackets / blazers
- Light colors can be worn underneath suit jackets / blazer
- Conservative ties
- Professional shoes; shined and in good repair, brown or black shoes to compliment your suit color

Closed-toe heel or dress shoes

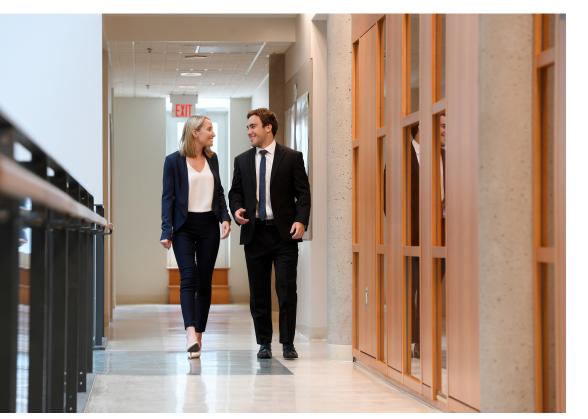
WHAT IS BUSINESS CASUAL?

- Suit jackets / blazers are not necessary
- Plain-colored, collared shirts, cardigans or sweater-vests in a wide range of colors are generally accepted
- Ties are optional
- Nice pants / slacks
- Dresses / skirts are acceptable, but should be knee length when standing and thighs covered while seated
- Professional shoes, shined and in good repair, brown or black to compliment your casual yet professional look

WHAT TO WEAR ON CASUAL FRIDAYS?

• Jeans, khaki pants, skirts, Capri pants, and dresses, etc. are acceptable

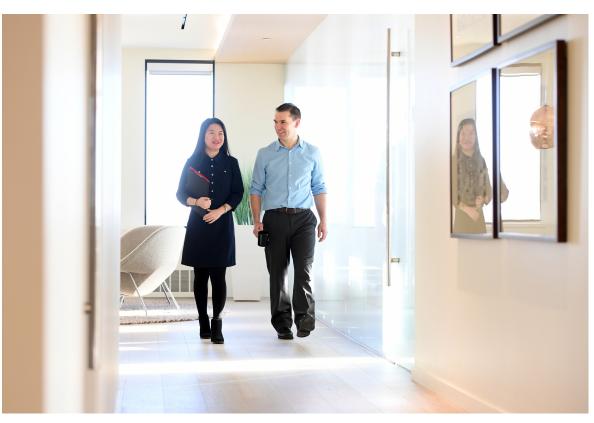
- Plain or plaid shirts, golf/polo shirts, company shirts, sweaters, cardigans, etc. are all acceptable
- Loafers / flat shoes area acceptable; avoid sneakers/runners and refrain from wearing shoes that have holes and are dirty or in ill repair
- If you are going to wear leggings, ensure they are made of thick material and are worn with a long top
- Sweat pants and shorts are not appropriate













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