

# 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

- 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.

### 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.

### 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.



# Develop 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

