WORK PLACEMENT SUMMARY

AND REFLECTION

**Work Placement Summary and Reflection**

**Reflection on each application**

To improve your job application record, it is important you reflect on each application and what you have learnt from it. This will help as you apply for more Work Based Learning. If you do not do this reflection, you may be applying for numerous Work Based Learning opportunities without success. i.e. there are reasons why you are unsuccessful that you need to identify to succeed.

**Work Placement Summary and Reflection Form**

Keeping a record of everything you’ve applied for can optimise your job search. Gone will be the days of forgetting applications and scrambling to find the CV you sent that has now been updated multiple times. Keeping a record of who and where you’ve applied to can make the difference, as you’ll be able to track when you need to send a follow-up email, and easily recall the names of potential future bosses/managers.

Looking and applying for the right Work Based Learning opportunity for you can be a slog, it’s hard to keep a mental note of where you’re at with each of these opportunities. Keeping this record can also soften the blow of rejection, which is an inevitable part of any job hunt. The Work Placement Summary and Reflection Form with details of the companies you have applied to and the updates on each application, demonstrates that you are working hard to find that opportunity and it is not the end of the world if you don't get this one job, because there are plenty more you have applied to.

**In your record, you should be tracking the following things:**

* **Work-Based Learning Provider:** If you’re doing a very broad search, it’s worth grouping company names into the relevant career fields that they’re in too.
* **Job title**
* **Contact Information:** Name of contact person(s), mail address, email address and phone numbers you deal with throughout the process.
* **Type of Application:** Did you apply via an online form or did you email them?
* Source of job lead: Did you find out about the position through a referral, online job board, recruitment agency, company website or advertisement? Try and keep a copy of the job posting as it could be removed after the application date expires.
* **Date applied**
* Date of intended follow-up
* Results of each application, e.g.: an invitation to interview; request for more information; rejection; job offer.
* Feedback: Always request feedback from the hiring manager, especially if you’ve made it past the initial tests & met the manager in an interview or assessment centre. Record this feedback and incorporate suitable changes to upcoming applications you will make.Use the detailed feedback to complete the **Work-Based Learning Summary and Reflection Form** You need to complete one of these templates for each application. This will be an excellent starting point for your reflective practice.

**Work Placement Summary and Reflection Form**

**Name:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Work-Based Learning Provider** | **Job title** | **Location** | **Dates of employment** | **Date of application** | **Date of intended follow-up** | **Type of application**  **(CV/form)** | **Feedback** |
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| **Work-Based Learning Provider** | **Job title** | **Location** | **Dates of employment** | **Date of application** | **Date of intended follow-up** | **Type of application**  **(CV/form)** | **Feedback** |
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**Work-Based Learning Summary and Reflection Form**

**Name:**

You need to complete one of these templates for each application. This will be an excellent starting point for your reflective practice.

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| **1. Work-Based Learning Provider** |
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| **2. Location** |
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| **3. Job Title** |
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| **4. Role/description of job:** |
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| **5. Why did you apply for this Work Based Learning?** |
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| **6. What research did you do about the Work Based Learning provider?** |
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| **7. If you had an interview, What preparation did you do for the interview?** |
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| **8. Were the questions asked at the interview as you expected?** |
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| **9. How well do you think you did in the interview?** |
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| **Reflection on the outcome of your application** |
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| **10. What feedback on your application/interview did you get from the Work Based Learning provider?** |
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| **11. Why do you think you were successful/unsuccessful?** |
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| **12. What would you change for the future in your:** |
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| **Interview preparation?** |
|  |
| **Interview technique?** |
|  |
| **13. What have you learnt from this application to consider for other job applications?** |
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