006 1st Meetings top tips.

This document is designed to help you prepare for your 1st meeting where this be a telephone conversation or a face-to-face meeting.

If you follow the steps, it should help you feel relaxed

1. Do some research on the company. How many employees do they have how many sites to they have, what product(s) or service to their company offer.
2. Write down the name of the person you are meeting or speaking to do and refer to them by name. I would always use Mr and their second name initially and they will soon correct you and introduce themselves by their 1st name. This shows respect.
3. Make sure you are on time when meeting. If a meeting or telephone conversation has been arranged at a specific time, make sure you call or are they slightly before that time. Remember however some companies are very busy and time is tight so don’t be put off if they are late or have to rearrange your call or meeting.
4. When you first meet them, make eye contact with them. This again is a polite thing to do.
5. Introduce yourself and shake their hand.
6. Explain to them the dates the work placement is running over
7. Request/check the following information

* A contact name at the company
* A contact email at the company
* The company address
* The contact number you have is the correct one for the company.

1. Take a pen and paper with you so you have the opportunity to record all essential information. You might not need it but it shows you are prepared.
2. Ensure you get the following information.

* Start time
* Who you will report to
* Where you will meet them
* Dress code
* Arrangements for lunch
* Finish time

1. Inform them all forms are completed electronically on the Unifrog platform and that you will complete an initial placement form and then they will be requested information. At this point I would hand them another copy of the flyer, so they have the information they need for reference. You might want to explain that for the process to take place a copy of their employer’s liability insurance will be requested. \*\**Please note this insurance is not required if you are working with a family member who is a sole trader.*
2. Finally at the end of the meeting thank them for their time and express how much you are looking forward to completing work experience with them. Please remind them that the next stage is that you will receive an email from Unifrog but due to some companies’ firewalls this could be sent to junk or span email folders. Explain that if the company does not receive it you can ask for a link to be sent to the employer via me.

\*\*For stage 8 you will need to email me and request I send the document out.