



TUESDAY 18 MAY 2010

CHECKLIST FOR SCHOOL SUPERVISORS

Before the visits:

- Check that all students have their student packs.
- Check that all students are wearing their name labels and the appropriate clothing.
- Make sure the students are aware of where they are going.
- While on the bus, talk to them about the company, what they are likely to see and studies relating to the industry.
- Help the students prepare for question time
- Get the students to choose someone to say thank you to the company before you arrive.
- Ensure all mobile phones are switched off.

After the visits:

- Remind the students to complete their evaluation online and upload any photos of the day.
- Remind students to ask further questions on the student website.
- Encourage students to contact the company if they are interested in going to the next step.
- Complete your own company and school evaluation.

**Remember students do not receive a certificate of participation if an evaluation form has not been returned.
Your Careers Advisor will be emailed a list of all students who have completed their evaluation online.**