



Merivale Coop WORKBOOK

NAME

INTERVIEW QUESTIONS EXERCISE

DIRECTIONS: *Below are some questions you might be asked at a job interview. Write your answers to the questions in the spaces provided. Answer the questions as if you are going for your Coop interview.*

IDENTIFY THE PLACEMENT YOU'RE APPLYING TO:

1. Which course in school was the most difficult for you? What made this course difficult?
2. Tell me something about yourself.
3. Why do you think you would be a good Coop student?
4. What is your greatest weakness and why?
5. What is your greatest strength?
6. Would you rather work alone, or with a group of people?
7. How would you handle a conflict with a fellow co-worker? Describe what you would do?
8. What questions do you have for me?

PARENT/GUARDIAN INTERVIEW

Students are to interview their Parents/Guardian and record their answers.

STUDENT NAME:

RELATIONSHIP TO STUDENT:

ADULT'S OCCUPATION:

1. What did you want as a career when you were a teenager?

.....

2. What jobs (s) did you have as a teenager?

.....

3. Does your present occupation reflect this desire? If not why not? If so, how?

.....

.....

4. How did you get into your occupation? **WHAT WAS YOUR CAREER PATH?**

.....

.....

5. What do you like about your occupation?

.....

.....

6. What are some challenges about your occupation?

.....

.....

7. How did YOUR parents' wishes influence your choice?

.....

.....

8. What is the most important issue of concern for your son/daughter's choice of career?

.....

MERIVALE HIGH SCHOOL

cooperative education

TRAVEL ASSIGNMENT



MODE OF TRANSPORTATION: BUS CAR WALKING MOTORCYCLE OTHER

LEAVING MERIVALE AT WHAT TIME: _____

BUS # _____

BUS # _____

TRAVEL TIME: _____

TRAVEL TIME: _____

LOCATION OF BUS STOP: _____

LOCATION OF BUS STOP: _____

ARRIVING AT YOUR CO-OP PLACEMENT AT WHAT TIME: _____

FULL ADDRESS OF PLACEMENT: _____

POSTAL CODE

--	--	--	--	--	--	--	--	--	--

 PHONE #

--	--	--	--	--	--	--	--	--	--	--	--

NAME OF SUPERVISOR _____

LEAVING WORK PLACEMENT AT WHAT TIME: _____

BUS # _____

BUS # _____

TRAVEL TIME: _____

TRAVEL TIME: _____

LOCATION OF BUS STOP: _____

LOCATION OF BUS STOP: _____

ARRIVING HOME (OR SCHOOL) AT WHAT TIME: _____

Merivale Co-op — it works for you!

JOB ORIENTATION ASSIGNMENT

BUSINESS/ORGANIZATION NAME _____

SUPERVISOR NAME _____

ADDRESS _____

PLACEMENT PHONE NUMBER _____ PLACEMENT FAX NUMBER _____

HOW LONG DOES IT TAKE TO GET TO YOUR COOP PLACEMENT FROM SCHOOL OR HOME (ONE-WAY) _____

HOW WILL YOU TRAVEL TO OR FROM COOP? BUS WALK CAR MOTORCYCLE OTHER

WHAT ARE THE PARKING ARRANGEMENTS FOR EMPLOYEES AT YOUR COOP PLACEMENT

IF YOU DROVE, WOULD IT COST YOU TO PARK? YES — COST \$ _____ /DAY/MONTH NO

WHERE CAN YOU LEAVE PERSONAL BELONGINGS AT THE WORKPLACE?

LOCKER CAR STAFF LOUNGE OTHER _____

ARE THERE DEPARTMENTS OR DIVISIONS AT YOUR PLACEMENT? YES _____ #OF DEPTS NO

WHAT DEPARTMENT WILL YOU BE WORKING WITH? _____

WHO WILL YOU BE WORKING WITH (IDENTIFY NAME AND POSITION?)

NAME _____ POSITION _____

ARE THERE SPECIFIC WASHROOMS FOR EMPLOYEES? WHERE? YES LOCATION: _____ NO

WHAT ARE YOUR HOURS OF WORK AT YOUR PLACEMENT

START TIME _____ END TIME _____

WILL YOU BE PUNCHING IN ON A TIME CLOCK, USING AN HONOUR SYSTEM OR SIGNING IN WHEN YOU ARRIVE AT COOP?

PUNCHING IN SIGN IN HONOUR SYSTEM OTHER _____

WHAT TYPE OF DRESS IS APPROPRIATE?

UNIFORM BUSINESS CASUAL OTHER _____

WHAT PERSONAL PROTECTIVE EQUIPMENT WILL YOU REQUIRE FOR YOUR COOP EXPERIENCE?

NONE _____

DO YOU REQUIRE SAFETY EQUIPMENT AT YOUR WORPLACE?

NO DESCRIBE _____

WHAT ARE SOME HAZARDS THAT YOU MIGHT ENCOUNTER AT YOUR PLACEMENT?

TO WHOM DO YOU REPORT AN ACCIDENT AT YOUR WORKPLACE? _____

WHAT ARE THE FIRE REGULATIONS AT YOUR PLACEMENT? _____

WHERE ARE THE FIRE EXTINGUISHERS LOCATED? _____

DESCRIBE THE PROCEEDURE THAT IS TO BE FOLLOWED IN THE CASE OF A MEDICAL EMERGENCY?

IS THERE A FIRST AID KIT AVAILABLE ? YES (LOCATION) _____

**WILL YOUR COOP SUPERVISOR BE PROVIDING ANY SPECIFIC HEALTH AND SAFETY TRAINING AT YOUR COOP PLACE-
MENT?** YES NO **IF YES, WHO WILL BE PROVIDING THE TRAINING?**

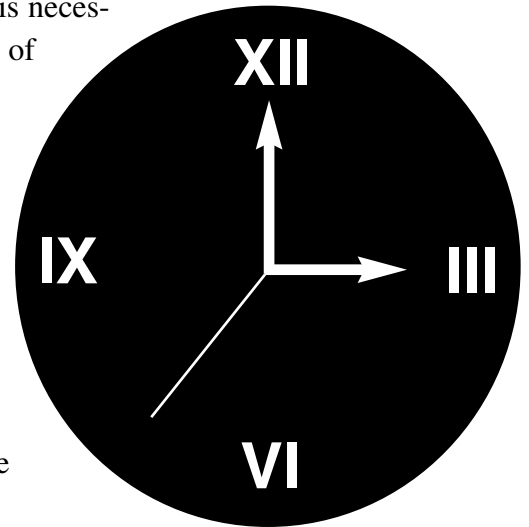
PLEASE ATTACHE 2 BUSINESS CARDS FROM YOUR EMPLOYER

FINAL ASSIGNMENT FOR FIRST TERM COOP

You are reaching the end of your placement at your coop position. You should reach 220 hours by _____. If it is not the case, figure out how many more days you must attend your coop placement to complete it successfully. This is important as it is necessary to let your employer know when your last week and day of work will be. Keep in mind that during the exam period, you may be able to work full days to help reach your goal. Everyone should be finished _____

To end coop properly, your assignment is to word process a *letter of appreciation* to your supervisor. Your letter must be handed in by _____

Along with your letter you must address an envelope which you can get from your teacher (see page 25). We will mail the letters from the school.



MARKING SCHEME

LETTER

Content	8 marks
Style	7 marks

ENVELOPE	5 marks
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TOTAL	20 marks
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1755 Merivale Road
Ottawa, ON
K2G 1E2



Mr. Joe Shabony
Magnes Labs
1320 Richmond Rd.
Ottawa, ON
K1Z 5R2

When you submit your letter to your teacher on _____ or sooner, your teacher will evaluate and proofread it. **You will then have the opportunity to make improvements for a final copy. You want to send the employer as perfect a copy as you can!**

1755 Merivale Road
Ottawa, ON
K2G 1E2

Jan. 19, 2002

Mr. Joe Shabony
Magnes Labs
1320 Richmond Rd.
Ottawa, ON
K1Z 5R2

Dear Mr. Shabony

I'm really glad to have had the opportunity to work with your company.

Thank you very much.

Sincerely,

Gail Lyon

Gail Lyon

EXAMPLE — THANK YOU LETTER TO EMPLOYER

1755 Merivale Road
Ottawa, Ontario
K2G 1E2

Date

Name of Employer:
Title of Position:
Company Name:
Street Address:
City, Province:
Postal Code:

Dear (Name of Employer)

WHY YOU ARE WRITING

Opening Paragraph:

- *thank your direct supervisor*
- *thank any other people who have helped you*

WHAT YOU HAVE LEARNED

Second Paragraph:

- *brief statements about the skills, experiences and accomplishments you feel you have received as a result of this placement*
- *mention any difficulties you may have had and dealt with in a positive manner*

SUM IT ALL UP

Closing Paragraph:

- *speak of your overall personal growth*
- *perhaps mention if this is a completion of a stage in your career plan*

Yours sincerely

Name signed here

Name typed here

BUSINESS LETTER & PUNCTUATION STYLES

The full block/open punctuation is the one most often used and that is the style you are to use. In other words, follow exactly the style and punctuation shown.

DO NOT PUT PUNCTUATION AFTER THE SALUTATION (Dear.....) OR THE COMPLIMENTARY CLOSING (Yours sincerely). Use only one space after periods and commas.

1755 Merivale Road
Ottawa, Ontario
K2G 1E2

— RETURN 2 TIMES —

Date

— RETURN 4 TIMES —

Name of Employer
Company
Address
Postal Code

— RETURN 2 TIMES —

Dear

— RETURN 2 TIMES —

first paragraph

— RETURN 2 TIMES —

second paragraph

— RETURN 2 TIMES —

third paragraph

— RETURN 2 TIMES —

Yours sincerely

— RETURN 4 TIMES —

Name signed here

Name typed here

PLEASE NOTE — EACH “¶” CHARACTER INDICATES THE PROPER NUMBER OF SPACES BETWEEN LINES.

1755 Merivale Road
Nepean, Ontario
K2G 1E2

¶

June 9, 2002

¶

¶

¶

Ms. Julie Lunardi
Merio’s Hair Design
2446 Bank Street, #111
Ottawa, Ontario
K1V 8S1

¶

Dear Julie

¶

I would like to take this time to thank you for giving me the opportunity to complete my second co-op placement at the salon. I must say that I had a lot of fun working with everyone there as well as learning the many different techniques involved in hair design.

¶

During my time at Merio’s I learned a lot about hair styling and hair colouring. As well, I gained many skills involving employment, communication, stress management, and time management, among many others. Another skill I developed was to have a sharp eye for detail and to make sure to always understand what is required of me with each customer. By not following the correct instructions, the client’s hair can be ruined. Your trust and faith in me to help out with everyday procedures, such as setting up for colours, perms and highlights, proved to be very successful. I very much enjoyed being able to apply the colours and perm solutions when I was needed. I would also like to thank you for the generous and positive comments you have made on my daily log sheets. They were very complimentary.

¶

As a result of my time at Merio’s Hair Design I have now gained experience with people, as well as with communication and cooperative skills. This can increase my opportunity to get involved in a career in this field in the future. I very much appreciate everything you have done for me. Again, I thank you for your time and understanding.

¶

Yours truly

¶

¶

¶

Dacey Dobbins

1755 Merivale Road
Nepean, Ontario
K2G 1E2

June 9, 2002

Ms. Julie Lunardi
Merio's Hair Design
2446 Bank Street, #111
Ottawa, Ontario
K1V 8S1

Dear Julie

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Yours truly

A handwritten signature in black ink that reads "Dacey Dobbins". The signature is written in a cursive, flowing style with a long horizontal line extending to the right.

Dacey Dobbins

1755 Merivale Road
Nepean, Ontario
K2G 1E2

January 29, 2002

Mr. Scott Carmady
Supervisor
Donnelly's Ottawa Ford
1325 Johnson Road,
Ottawa, Ontario
K1V 8Z1

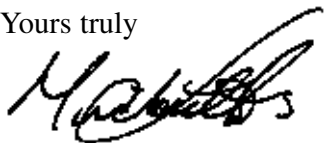
Dear Scott

I would like to take this opportunity to thank you and the other mechanics for the chance that you have given me to see how much work is involved in becoming a mechanic, and for making me feel part of the Donnelly Ford Team.

During the time I have spent at Donnelly's, I have learned new skills. I have learned how to communicate with the customers and how hard it is to become a mechanic. I had a lot of fun working with the mechanics and learning about the different tools needed to work on the automobiles. I also appreciate the chance to experience what it is like to work in other parts of the automotive shop, which made me appreciate the intricacies and difficulties of the different duties and tasks necessary to ensure a smooth running automobile. Through my time working at Donnelly's Ottawa Ford, I have found that can't be shy when you are working in an automotive shop or in any kind of business dealing with the public.

Thank you again for your time.

Yours truly



Michel Larente

1755 Merivale Road
Ottawa, Ontario
K2G 1E2

June 23, 2006

Veronique Arsenault
The Bay
73 Rideau
Ottawa, Ontario
K1N 5W8

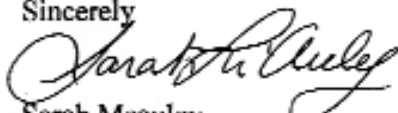
Dear Veronique

I would like to take this time to thank you for giving me such a wonderful chance to experience first hand what it is like to work at Estee Lauder. From taking on the role as an Estee Lauder employee, I have been able to gain valuable work and personal management skills which will be ideal for me when I begin a real job.

I found that working at Estee Lauder was not so much of a daily routine to get a few credits in school, but a fun and exciting opportunity. I love everyone I work with and I find we work together as a team diligently and comfortably. Cosmetics have always been something I have been interested in, so clearly this type of work suits me well. I have learned how to handle customers, whether they are satisfied customers, or irritated customers. I have learned how to be mature in a place of work and focus on the job at hand. I have gained an incredible amount of teamwork and independent working skills. I also have gained the ability to problem solve more efficiently. I owe all of these skills to everyone at Estee Lauder because of all of the training and support I have received.

This co-op placement has taught me a lot about myself, and what it is like for someone like me to be contributing to the community through the workforce. I realize that a job like this would be perfect for me in every way and is a job I would like to pursue in the near future. So once again, I would like to thank you all for allowing me to complete my co-operative education course here at Estee Lauder at The Bay Rideau. I enjoyed my time here with you all.

Sincerely,


Sarah McAuley

SAMPLE ENVELOPE

Merivale High School
1755 Merivale Road
Ottawa, Ontario
K2G 1E2



Ms. Julie Lunardi
Hair Designer
Merio's Hair Design
2446 Bank Street #111
Ottawa, Ontario
K1V 8S1