

APPROACHING AN EMPLOYER BY PHONE

Contacting an employer yourself may seem a little daunting at first so here are a few tips to help you:

- Think about how you are going to introduce yourself, make a draft on what you are going to say to the employer
- Research the company and find out a bit more of what the organisation actually does
- Be prepared – the named contact or manager may not be available or may have left the company, so think about how you are going to handle that situation
- Remember to speak clearly and be polite, first impressions count!
- Remember to take notes
- If the employer is unable to give you a decision straight away, make sure they know how to contact you with an answer (telephone number, email address) and what the deadline date is that school have given you to return your completed/signed Work Experience Agreement Form
- If the employer is unable to offer you a placement, please do not worry, there are other companies to try – keep going!
- If the employer is able to offer you a placement don't forget to arrange a time to go and meet them and get your Work Experience Agreement form signed
- Close the conversation by thanking the employer for their time

EXAMPLE:

"My name is XXXXX from Fulford School and I am interested in hopefully completing my work experience placement within your company, can I speak to XXXX or the manager please?"

"I am interested in hopefully completing my work experience placement within your company because XXXX" (don't forget to mention any qualifications you are studying and why you want to go there)

"The dates of my placement are 19th April – 23rd April 2027, is that something you could possibly support me with?"

"My school has issued me with a Work Experience Agreement Form, would there be a convenient time that I could possibly meet with you to discuss the placement and get my form completed/signed please?"

"Thank you so much for your time, look forward to meeting you."

WHAT IS NYBEP'S ROLE?

If an employer asks you any questions about NYBEP and/or what our role is in the process, we have included some information below to help you:

NYBEP is a not for profit Business and Education Partnership who support schools in Yorkshire, Humber and the North East with their work experience programmes. Schools book placements onto the NYBEP system and they ensure that Young Person's Risk Assessments are completed as well as support employers throughout the process.

If an employer has any further questions about the process, please feel free to give them our contact details below.

