

# How to make a great first impression at your next EGT host employer placement

One of the great things about being employed by EGT is the opportunity to try out a range of placements with different host employers throughout your apprenticeship. This gives you a chance to gain experience in different sectors of the industry, find out what areas you enjoy most and meet people in the industry.

## 1 Save the information

You will receive a SMS text message and an email from EGT providing you with the details about your new placement - make sure you respond to these messages. EGT will provide further information if your new host employer has specific requirements that need to be attended to prior to starting, such as an online induction.

## 2 Get to know your new host employer

Google your new host employer, see if their company has a website or social media presence – get a feel for what kind of company they are. What part of the industry do they service and what kind of electrical work do they do? Find out more about who you’re going to be working for before speaking with them.

## 3 Introduce yourself and confirm the details

Call your new host employer the day before your placement starts to introduce yourself. Find a quiet place to make the call so you can listen well and give your host employer your full attention.

Have a pen and paper ready to write down any other information about your new placement. Check the following details:

- Confirm your start time.
- Confirm the address and where you should park if you are going to drive. After you finish the call, look up the address in google maps and figure out when you need to leave to make sure you arrive on time (take into consideration peak traffic and road works).
- Contact numbers for your supervisor and anyone else you may need to talk to on site (save these in your phone).
- Double check if there are any induction requirements (online and/or onsite) and when these need to be completed.



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## 4 Complete the paperwork

Complete online inductions ASAP, definitely prior to your start date and email a copy of the completion certificate to your host employer and EGT (if applicable).

## 5 Look the part

Make sure you look presentable on day one. If you need a new uniform, sort this out before you start. The NECA Trade Services Uniform Shop at EGT in Balcatta is open on Mondays, Wednesdays and Fridays between 12.30pm - 4.15pm by appointment only - visit [bit.ly/44l0Mud](http://bit.ly/44l0Mud) to book. Iron your uniform and wear your best or newest shirt on your first day. Ensure your boots are intact and clean e.g. no holes in the toe and not covered in conduit glue etc.

## 6 Bring the gear

Check that your tools and tool bag/box are sorted, clean and in good condition. Replace anything that's missing or damaged. Make sure you bring your RAC Book, a notepad and a pen to site. Bring your licenses - it's a good idea to have some photocopies of your White Card, Drivers Licence, Yellow Card, Work Safely at Heights and any other licenses you hold in case your new host employer requires copies for their records. To ensure you are paid on time, save the EGT Payroll Portal to the homescreen of your phone.



## 7 The night before

Have an appropriate message bank message on your phone. If your supervisor calls you they don't want to be pranked or listen to you being silly, they just want to leave a message for you quickly and easily. Pack your lunch and water and get a good night's sleep.

## 8 On the day

- Show up at least five or 10 minutes early.
- Have everything you need with you including all your tools and licences.
- Be keen and ready to learn – don't be afraid to ask questions!
- Be proactive – think about what you can do next to help your tradie and/or team.
- Most of all, be yourself and have fun – it's work, but if you love it, it's a lot easier!
- Remember – EGT is always here to help, so give us or your Field Officer a call if you need to.



## Any questions? Contact EGT

EGT benefits from the Construction Training Fund (CTF) employer grant program that reduces costs incurred in employment and training of apprentices in the construction industry

