

# Co-op Log Sheet Topics List

1. **Logs:** Explain why it is important to fill in your log sheet properly and hand it in on time.
2. **Punctuality and Attendance:** State the two people you must call if you are going to be late or absent from work. (Include phone numbers) Why are employers interested in determining the punctuality and absenteeism record of interviewees?
3. **Confused at Work:** Imagine your boss has given you a complex (difficult) task to complete. In addition your boss has taken considerable time to explain how to complete the task successfully. Despite this, after working on the task for one hour you encounter a problem which you cannot resolve. Explain how you will deal with this dilemma.
4. **School to Work:** What is the job title on your Work Education Agreement (WEA) and what course is linked to your Co-op placement? Describe one example of school work relating to your placement. (From your linked course)
5. **Your Co-workers:** Who are they and what are their jobs? Do you work as part of a team? Do you report to anyone in particular? Is everyone friendly to you?
6. **Work Place Safety:** Imagine that your supervisor has just asked you to complete a task that you: are unqualified to do and as a result, may place you in an unsafe situation. Example, using complex equipment (or) you lack the physical attributes to carry out the task, i.e., carrying heavy items that are beyond your capability. Explain how you might resolve this situation.
7. **Balanced Lives:** Individuals who lead balanced lives which include outside sports, or social activities are better prepared to work in a high stress working environment. What activities are you currently doing, and what lifestyle changes could you make that would better prepare you to work in a stressful environment?
8. **Telephone Skills:** Explain why it is important to develop and implement effective telephone communication skills. Describe several aspects / components of an effective business related telephone conversation. (i.e., The phone rings at your co-op placement and you answer it - what is the first thing you say.... List what you should avoid with respect to the use of a telephone at the workplace.
9. **Dispute:** Imagine that you are having an ongoing dispute with a co-worker. You have had several arguments with this person, and as a result your ability to work effectively as a team member is being diminished (negatively impacted). Explain how you will handle this situation. NOTE: Remember, one of the most common skills/attributes employers (your boss) are looking for when hiring employees is "interpersonal skills" i.e., your capacity to work in a team with individuals you like and dislike.
10. **Boring Work:** Your friend tells you that she is at a co-op placement where her job is boring and the tasks are repetitive. She asks you how she can survive in the job where she gets little variety and not much responsibility. What do you say? (How can she rectify the situation or learn to live with it?)
11. **Skills:** List, and briefly describe the skills you have developed in your co-op placement that you believe will be marketable when pursuing future employment opportunities. List the skills that you would like to develop during the remainder of your co-op placement.
12. **Fun at Work:** Did something funny happen to you or a co-worker during your placement? Please describe. And/or describe a task that you competed at your workplace that was a lot of fun to do.
13. **Finish in Style:** Describe how you can leave a positive impression in your boss and co-workers mind.
14. **MONEY:** After looking at the organization you are in, you may have noticed that some people are paid very well for what they do, and others are not. Why are some jobs highly paid and others are not? Do you think that the career you are interested in is fairly compensated (i.e. \$) , why or why not?
15. **Would You Hire You?** When answering this question, consider your work habits, e.g., punctuality, attendance record, attention to detail, capacity to listen and follow instruction, capacity to work in a team (Be a professional: a true measure of your character is how well you work with, and get along with co-workers you dislike)
16. **Job Satisfaction:** What I find satisfying and rewarding about my work is... or Why is it not particularly satisfying or rewarding.
17. **You're The Boss:** Imagine that you are the boss at your current workplace site. In addition, imagine that an employee has recently resigned (quit) at your workplace and that someone who is currently employed with your company will be promoted to fill the vacant position. Explain who you (as the boss) would promote to fill this position and the rationale for your selection. i.e., why did you select this employee for a position that carries more responsibility, is more demanding and comes with benefits such as higher pay and longer vacations.
18. **Letter of Reference:** Name five qualities you have which your supervisor could honestly include in a letter of reference for you. For each quality, give a concrete example of a time that you demonstrated this particular quality. (Examples: honesty, team worker, punctuality, self starter, good listener, excellent attendance record, positive attitude - even when things did not go perfectly...)
19. **Invent your own topic** and write about it.