

## 工作體驗學生通知書（例子 1：一天工作體驗）

**Job Shadowing**

**Mode** :  1 day job shadowing  2 half-days job shadowing

**Field/ Job Nature** : Public Administration

**Position** : Assistant of Recruitment Day (Hong Kong Police Force)

**Information****1<sup>st</sup> Job Shadowing Day**

**Date & Time** : 29 / 04 / 2017 08:00 – 15:00  
: ( Saturday )

**Venue** : Police Headquarters

**Address** : Arsenal House, Police Headquarters, No. 1 Arsenal Street, Wan Chai, H.K.

**Gathering Point** : East Gate of the Police Headquarters (near the Admiralty MTR station)

**Contact Person** : Mr. Chan Tai Man (Senior Inspector)

**Contact Tel.** : 2123456

**Dress Code** : Smart casual; please wear collar T-shirt with trousers, traditional costumes and/ or school uniform are not appropriate

**Details**

**Rundown** : 08:00 – 08:30 ● Gather  
● Register at the entrance of Police Headquarters  
08:30 – 09:00 ● Introduction of job duties of Hong Kong Police Force  
● Introduction of mentors and students  
● Introduction of today's (job shadowing) duties  
09:00 – 09:30 ● Helping out in set up  
09:30 – 14:30 ● Job shadowing

14:30 – 15:00 ● Conclusion, sharing session & debriefing

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**Notes**

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1. A 1 hour lunch time is included in the job shadowing;
  2. Students are allowed to pack lunch or have lunch at the canteen of the Police Headquarters;
  3. Depends on the situation, Recruitment Division may introduce the recruitment procedures and students may be able to experience the recruitment procedure if applicable;
  4. Volunteer vest will be provided;
  5. Please bring your own water bottle
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