

### Questions About Job Skills

Your Workplace Host uses many of the same skills on the job that you are learning every day in the classroom. To find out which skills are important to your Host's job, you will be asking him/her to show you examples of how the following skills are used on the job. Remember to speak clearly.

1a. Do you use reading every day on the job? Yes  No

b. What grade level of reading do you use on this job?

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2. How, if at all, do you use writing on the job?

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3. Is math important to your job? Yes  No  How?

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4. Do you need good listening skills for your job? Yes  No

5. When do you need to use good speaking skills to get your job done?

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6. Do you ever have to work in teams on your job? Yes  No

7. Do you use a computer for your job? Yes  No  How?

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8a. What kinds of problems do you solve on the job?

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b. What skills do you need to solve those problems?

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9. What did you learn in school that helped you the most on the job?

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10. What do you wish you had studied more in school?

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11. Write any questions that you would like to ask.

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## LUNCH ACTIVITY: "MORE THAN MEETS THE EYE" STUDENT WORKSHEET

How keen are your observation skills? One of your responsibilities today is to observe as much as possible about the work environment you are visiting. You probably observed that there is much more to a workplace than delivering a product or a service.

Use this checklist as a guide. Remember the people, the equipment, the benefits and the facilities you have seen or heard about. You will have 5 minutes to write down your observations under the heading marked "Observation Topic Points."

Your Workplace Coordinator will award you 1 to 3 points for each observation topic you successfully complete. At the end of the checklist, you will total your points to see how well you did.

Good Luck!

### Observation Topic Points

**The People.** The most important resource a workplace has is its people.

Describe the clothing people wore.

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Did everyone wear the same attire?

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How did people treat one another?

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Did everyone have the same work space?

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How did people greet one another?

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How did people answer the phone?

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**The Facilities.** In addition to work space, companies often offer a variety of extra facilities for their employees. Which of the following did you observe?

Lunch/break room  Yes  No

Child care center  Yes  No

Health care/first aid  Yes  No

Outside seating areas  Yes  No

**The Technology.** Companies today use a variety of cutting-edge technologies. How many computers does this workplace have?

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What software programs did you observe?

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What other equipment do employees use at their desks besides computers?

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What other technology does the workplace use to make its product or deliver its services?

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**The Benefits.** To hire the best people possible, many employers offer more than a salary or hourly wage.

Does this workplace offer any of the following extra benefits?

- |                                                         |                              |                             |
|---------------------------------------------------------|------------------------------|-----------------------------|
| Health care plan                                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dental plan                                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Retirement plan                                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Disability insurance                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Reimbursement for more education                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Advanced training for job skills                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other services, such as dry cleaning or car maintenance | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## POST-JOB SHADOW DAY STUDENT EVALUATION FORM

Now that you have completed your Job Shadowing experience, take some time to reflect on what you observed today and how it might affect your plans for the future.

1. What were the title and responsibilities of your Workplace Host?

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2. Which parts of the job were of interest to you?

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3. Which parts of the job would you find boring?

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4. Would you consider a career in this field? Why or why not?

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5. What surprised you most about what you learned, heard or observed today?

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6. What knowledge and skills are you learning in school that will be used on the job?

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7. What knowledge or skills do you need to strengthen to be successful on the job?

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8. Did any other ideas for careers come to mind today?

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