

Student Name: _____

Grade: _____

STUDENT ACTIVITY #1
Interviewing Your Workplace Host

Part One, Meet Your Workplace Host: To find out more about your Workplace Host's job, conduct an interview. Think about the reporters you have observed conducting interviews on the evening news. Make sure the questions you ask are spoken clearly, and that you make eye contact with your workplace host. Relax and smile. Write down the answers on this page during the job shadowing experience or after.
Introductory Questions ("Getting to Know You")

1. What is your job title?

2. What are your responsibilities?

3. How do you help this workplace meet its goals? _____

4. What is a typical day like for you?

5. What do you like the most about your job? _____

6. Why did you select this type of work?

7. How much education do you need for this job? _____

8. Do you need more job training after you have completed your education?

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STUDENT ACTIVITY #2
Job Knowledge, Skills, & Abilities

Part Two, Job Knowledge

Your workplace host uses many of the same skills on the job that you learn daily in the classroom. To find out which skills are important to your Host's job, you may want to ask him/her to show you examples of how the following skills are used on the job, or you may want to use the questions below as a reference guide of the type of skills you want to take note of and reflect on later. Remember to speak clearly.

1. a. Do you use reading every day on the job? Yes _____ No _____
b. What do you most often read on the job (for example, contracts, technical manuals) _____

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

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

6. Have you ever had to work in teams at your job? Yes _____ No _____
7. Do you use a computer for your job? Yes _____ No _____ How? _____

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

- b. What skills do you need to solve these problems? _____

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

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

11. Would you recommend this job or career field? Why or why not? _____
