

## Student Questionnaire

To help you get the most out of your visit, we have provided this questionnaire for your experience. Answer these questions as you "shadow" your "Workplace Mentor." Many of your responses to questions will come indirectly from your observations and interactions. If any questions are unclear, discuss them directly with your workplace mentor or your teacher.

Student's Name:

Workplace Mentor Name:

Department & Job site:

1. What does this department do within the business?

2. What does your "Workplace Mentor" do each day?

3. What basic skills and knowledge does your "Workplace Mentor" need, and how does she or he use them?

Reading

Writing

Applying mathematics

Listening

Speaking

4. What technical skills are necessary to perform this job well, and how are they used?

Using computers

Operating office machines (such as phones, fax machines and copiers)

Repairing equipment

5. Which of the following problem-solving skills are needed and how are they applied?

Organizing and planning

Interpreting and communicating information

Thinking creatively

Making decisions

Analyzing problems

6. What interpersonal (or "people") skills are needed and how are they used?

Serving customers

Participating as a team member

Teaching

Leading

Resolving conflict

Working with cultural diversity

7. Which of the following self-management skills are needed and how are they applied?

Setting short and long term goals

Evaluating ones own actions and accomplishments

Using constructive criticism

Demonstrating refusal skills

Using time in an efficient and effective way

8. In addition to English, would speaking and writing another language be useful in this job?

9. Describe two pieces of equipment and how they are used by your "Workplace Mentor."

10. What are common injuries that have or might occur for employees?

What type of injury prevention program is used with employees?

What protective devices might be used or required for use by employees?

What materials used at the workplace might be considered hazardous and require special care in use?

11. What education and training did your "Workplace Mentor" have before starting work at the company and what new skills has she or he had to learn since then?

12. How might this job change in the next five years? The next 10 years?