



SOUTHEAST OF SALINE JOB SHADOW PROGRAM

****Analysis of Workplace****

Student Name _____ Date _____

To help you get the most out of your visit, this analysis sheet will provide focus and direction. Answer these questions as you shadow your workplace mentor. Many of your responses to the questions will come indirectly from your observations and interactions.

Workplace Mentor Name _____

Business Name and Department _____

1. What type of business does this place do (i.e. build cabinets, accounting, EMT, surgeon, childcare, welding, etc)?

2. What does your workplace mentor do each day?

3. What basic skills and knowledge does your workplace mentor need in each of the following areas, and how are those skills and knowledge used?

Reading, Writing, Applied Mathematics, Listening, Speaking:

4. What technical skills are necessary to perform this job well?

Using computers, operating office machines (i.e. phones, fax machines, copiers, etc.):

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

Organizing and planning; interpreting and communicating information; thinking creatively; making decisions; analyzing problems:

6. What interpersonal (or "people") skills are needed for this job and how are the skills used?

Serving customers; participating as a team member; teaching; leading; resolving conflict; working with the culturally diverse:

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

Setting short and long term goals; evaluating one's own actions and accomplishments; using and receiving constructive criticism; demonstrating refusal skills; using time in an efficient way:

8. In addition to English, would speaking and writing another language be useful in this job? Which language(s) would be helpful and why?

9. Describe two pieces of equipment that your workplace mentor used and how the equipment was used.

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

11. What education and training did your workplace mentor have before starting work at the company/business?

12. What new skills has she or he had to learn since beginning the current job?

13. How might this job change in the next five years?

14. How might this job change in the next ten years?