For most of these questions you will have to “interview” someone/people at the workplace site. So pull up a chair, introduce yourself, shake his/her hand and let the journey begin…

**ABOUT THE COMPANY**

Name of Workplace: ___________________________  City: ___________________________

What does that company do? ___________________________

When did company first begin? ______________  How many locations do they have? ______

How many people work for the company? ___________________________

Name 3 job titles (ex: accountant, electrician) that work with or for the company. ___________________________

**ABOUT AN EMPLOYEE**

Name of the employee: ___________________________  Job title: ___________________________

Number of years working with the company: __________

Describe a typical day for this person:

Start time: __________  End time: __________

Days of the week they work: ___________________________

Holidays that they can take during the year: ___________________________

Main tasks during a typical day: ___________________________

What are some things that might come up that could disrupt their ‘typical day’? ___________________________

What training or courses did they take to do/get their job?

High school: ___________________________

Post-secondary: ___________________________

On the job: ___________________________

Other? ___________________________

If they were to do it all again, what would/might they change? ___________________________

Is the demand for this type of job increasing, decreasing or about the same?

Why is the demand changing? ___________________________
What are two things they really like about the job and why?

1. they like: ______________________________________________________
   because: _______________________________________________________

2. they like: ______________________________________________________
   because: _______________________________________________________

What is one thing they find challenging about the job and why?

1. challenging: _____________________________________________________
   because: _______________________________________________________

You will be the in about 3½ years, how does the employee think the job will change over that time?

What advice would s/he give you, or someone else, if you were interested in pursuing this as a career?

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

IMPORTANT! Thank the employee for their time… this is very helpful and insightful information.

ABOUT YOUR WORKPLACE EXPERIENCE

What did you do throughout the day? Be specific.

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Consider all the job titles at this company… which one is the most appealing? ______________________

Why? ____________________________________________________________

Would you like to do this person’s job? (circle one)  yes  no

Why or why not… be specific? ________________________________________

List 3 new things you learned from being at the workplace:

1. ________________________________________________________________

2. ________________________________________________________________

3. ________________________________________________________________

What career are you thinking about doing once you graduate? ______________

What courses at high school do you think will help you become this?

_________________________________________________________________

State one other interesting piece of information or experience that you would like to share:

_________________________________________________________________

IMPORTANT! Please submit this finished assignment to your period 1 teacher by Friday, November 4.

This assignment will count towards your Career Education 9 mark.