



Your Name: _____

Date: Wednesday, November 5, 2014

Student number: _____

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: _____

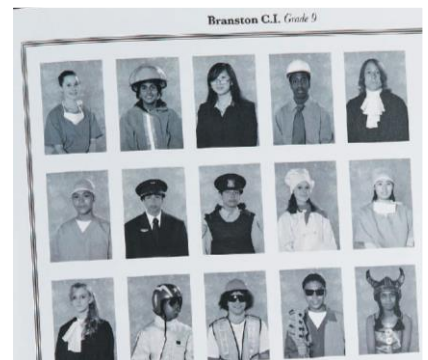
On the job: _____

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 in the workplace 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 the office by Wednesday, November 12th. This assignment will count towards your HCE 9 credit.