Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Analysis of Workplace**

**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. If questions are unclear, discuss then directly with your workplace mentor or your teacher.**

**Time in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time out \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Workplace Mentor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workplace Mentor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Site and Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 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, and how are the skills used?

Using computers:

Operating office machines (i.e. phones, fax machines, copiers, etc.):

Repairing equipment:

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 ones 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?

9. Which language(s) would be helpful and why?

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

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

12. What type of injury prevention program is used with employees at this job site?

13. What protective devices might be used or required for employees at this job site?

14. What materials used at this job site might be considered hazardous and require special care while being used?

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

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

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

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

**Checklist of Skills: Job Shadowing**

**Science, Math, English, Social/Emotional Skills, College and Career Readiness Skills:**

Communication with people around you, and in different parts of the workplace.

 Networking with people who might potentially help or employ you in the future.

 Learn best practices at the business you visited.

View processes and skills necessary for employment in the field of work visited, i.e. math, science, English, communication, amount of education, etc.

 Understand how teamwork plays a role in the workplace.

 Received insight regarding the goals and responsibilities of employees at the workplace.

 Reflection on the learning necessary to successfully hold a job at this workplace.

 Understand the bigger picture of skills to obtain a job at this or any workplace.

**Directions:** Write a well-developed paragraph, using INK, to respond to the following question.

What are the important things you learned during your experience? How has this experience affirmed or changed your college and career plans?

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