

## WORKFORCE SERVICES

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### JOB SHADOW AND INFORMATIONAL INTERVIEW QUESTIONS

Interview an employee (or two) at your job site who have different positions within the company using the following questions.

1. Date of Job Shadow or Informational Interview:
2. Business Name:
3. Name of Interviewee:
4. Position:
5. Major responsibilities:
6. Are these responsibilities listed on your job description?
7. How did you decide to go into this career?
8. What type of training or education do you need for this occupation?
9. What is your training or education?
10. Does this occupation require a specific license, certification, or testing?
11. Does this occupation require specific tools?
12. How much of your day is spent working with people?
13. How much of your day is spent working with things or data?
14. Do you use basic skills such as reading, writing, mathematics, computers, etc.?
15. What do you like about your job?
16. What do you like least about your job?
17. What advice do you have for me as I finish high school?
18. Do you mind if I contact you with future questions?    YES    NO    If yes, phone number: \_\_\_\_\_
19. Other Questions: