**JOB SHADOW – Employer Interview** 

During the job shadow students are required to interview an employee. To guide conversation, students may ask a minimum of 10 of the following questions. Record the conversation on this document.

1. What is your job title?
2. What are your responsibilities?
3. How do you help this workplace meet its goals?
4. What is a typical day like for you?
5. What do you like the most about your job? Why?
6. What do you like the least about your job? Why?
7. Why did you select this type of work?
8. Please list the education/training you completed to make you ready for this job.
9. What degree or certification does the employer of this company require of entry-level employees?
10. Did you need more job training after you were hired?
11. How much do you read to complete your job responsibilities? What kind of reading is required?
12. How much writing do you do for this job?
13. What types of writing do you do for this job?
14. Is math an important part of your job? Basic math---adding, subtraction, multiplication, and division? Or, more advanced math and/or geometry.
15. Why is it important to have good listening skills? Can you be specific, please?
16. When do you need to use good speaking skills? Can you be specific, please?
17. Do you work on a team on your job?
18. Is the work typically routine or does it vary significantly on a daily basis?
19. What kind of problems do you solve on your job?
20. Do you make decisions?
21. What did you learn in school that helps you most on the job?
22. What do you wish you had studied more of when you were in school?
23. Do successful applicants need additional experience besides education/training and other work-related experiences to break into this field?
24. Are there any “key” words to include in a resume and cover letter when looking for a job in this field?
25. What a key personal characteristics for success in this field?
26. What are some related occupations?
27. What opportunities for advancement exist within your company? Within this field?
28. Can you describe the salary ranges of typical jobs within this company?
29. Does this organization offer internships?
30. What are the satisfying and/or rewarding aspects of working in this field?
31. What types of technology are used in this field?
32. What types of publications lists job openings within this field?
33. What advice or suggestions do you offer to a student who is considering this career area?
34. **Other? Teachers may include program-specific sample questions.**