

Host Business Guide

Questions to Prepare for Student Visit

To The Host:

In order for the student to understand your job and the work place skills you use to perform your job, it is important that you think about your job and how a person can obtain this type of position. You will have to communicate many of these concepts to your student shadow.

Questions To Ask Yourself To Prepare For Student Visit

Here are some questions to help you organize your thoughts:

- ◆ What is your job title?
- ◆ What are your responsibilities?
- ◆ How do you help this workplace meet its goals?
- ◆ What is a typical day like for you?
- ◆ What do you like the most about your job? Why?
- ◆ What do you the least about your job? Why?
- ◆ Why did you select this type of work?
- ◆ How much education do you need for this job?
- ◆ Did you need more job training after you completed your education?
- ◆ How do you use reading on the job?
- ◆ How do you use writing skills on the job?
- ◆ Is math important to your job?
- ◆ Why is it important to have good listening skills?
- ◆ When do you need to use good speaking skills?
- ◆ Do you work on a team on your job?
- ◆ What kind of problems do you solve on your job?
- ◆ What skills do you need to solve those problems?
- ◆ What did you learn in school that helps you most on the job?
- ◆ What do you wish you had studied more of when you were in school?