

# WORK-BASED LEARNING EXPERIENCE REPORT

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

WORK SITE: \_\_\_\_\_

WORK SITE CONTACT NAME: \_\_\_\_\_

WORK SITE CONTACT PHONE NUMBER: \_\_\_\_\_

**INSTRUCTIONS:** Please interview your work site contact and answer the following questions on another sheet of paper. Attach answers to this form to complete. ***This form must be completed by the student, signed by the instructor and returned to your school counselor.***

1. Describe the employee's occupation and main work duties.
2. Describe the working conditions associated with the employee's position (ex. physical working conditions, amount of overtime required, stress level, amount of responsibility, amount of travel required, etc.)
3. What level of education is required for this position? What school subjects does he/she feel would be most helpful to prepare for this position?
4. What does the employee find most difficult or stressful about his/her position?
5. What recommendations does the employee offer to someone who is interested in entering a similar position?
6. What does the employee enjoy most about this position?
7. In the employee's opinion, what attitude and personality traits are important in order to be successful in his/her career field?
8. What opportunities are there for advancement in this career field?
9. Does he/she supervise other employees? What is involved in supervising other employees?
10. What are some good ways for students to find out more information about careers in this field?

\_\_\_\_\_  
INSTRUCTOR'S SIGNATURE

\_\_\_\_\_  
DATE