

Informational Interview

Date:

Name of Business:

Business Description:		
What do you look for in employees?		
Are there:	Yes/No	Explanation
Simple, routine, time-consuming tasks?		
High volume tasks?		
Backlogs of unfinished work?		
Sporadic, but important tasks?		
Rush times?		
Seasonal fluctuations?		
Highly paid employees doing simple tasks?		
Areas of staff turnover?		
Future workforce Needs?		

Potential student tasks?

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Additional Comments?