

Guidelines for Work-site Mentors

Your workplace can become a “high-performance classroom” for teachers who need to understand the knowledge, skills, and work ethics required in business and industry. Teachers will use this experience to design instructional activities and to motivate students to work more effectively in school to prepare for careers and further study.

Teachers may ask questions about:

Your job and your company:

- What does this department do within the business?
- What do you do each day?
- How important to you are students’ work, effort and high achievement in high school?
- How willing are you to convince students that studying/learning in school is important?
- How would you motivate students to work harder in school?
- What can a work-site mentor do to strengthen students’ preparation for a career?

Academic skills and knowledge needed on the job and how they are used and measured:

Reading	Applying mathematics principles	Listening
Writing	Applying scientific concepts	Speaking

Technical skills necessary to perform the job and how they are used and measured:

- Using computers
- Operating office machines (phones, fax machines, photocopiers, etc.)

Problem-solving skills needed on the job and how they are applied and measured:

- Organizing and planning
- Interpreting and communicating information
- Analyzing problems and thinking creatively
- Making decisions

“People” skills needed and how they are used and measured:

- Serving customers
- Participating as a team member
- Teaching
- Resolving conflict and exhibiting leadership qualities
- Working with diversity (gender, racial, religious, physical or language)
- Being on time, dressing correctly and maintaining an appropriate attitude for the job
- Listening

Would speaking and writing in a language other than English be useful in this job?

How is this job likely to change in the next five years? The next 10 years?

What advice would you give students to help them become more attractive to employers?