

Work-Based Learning Pre-Experience Research Checklist

Companies and organizations that you may want to work in have many facets and departments. Understanding these different aspects of the organizations will help you see where there are opportunities for future work. It will also help you do well in an interview and succeed once you get there!

Use this checklist to guide your pre-experience research about an organization of interest to you. Most of this research can be conducted as an internet search, but interviews or other approaches may also be needed. Your teacher will provide guidance on how to conduct the research and present this information.

Planning & Management

- Mission statement of the organization
- Strategic plan of the organization
- Management structure of the organization
- Departmental structure of the organization

Finance & Marketing

- Sources of capital (money) to operate
- Customers/clients of this organization

Technical & Production Skills

- Roles and responsibilities in production teams
- Industry-specific skills needed for an entry level position
- Technologies used in the workplace

Labor Issues

- Labor organizations representing workers
- Importance of cultural and global awareness in this organization

Community Issues

- Participation of the organization in community projects
- Public image of the organization in the community

Health, Safety, and Environment

- Federal regulations that apply to this organization
- Job-specific health threats, if any
- Job-specific safety regulations and safety training

Personal Work Habits and Expectations

- Expectations regarding attitude, appearance, and fitness of employees
- Core academic knowledge and skills most important to possess in this organization
- Core technical knowledge and skills most important to possess in this organization
- 21st Century skills and Personal/Social skills most important to possess in this organization