

# EXHIBIT A

## ALL PURPOSE QUESTIONS for EMPLOYEES

It is easy to get absorbed in your daily routine and lose sight of the many important ways your work relates to your colleagues, the community, and the world. The questions below are food for thought to help you help students and teachers understand the 'big picture' about your job, your company, and industry.

### ◆ **What is a typical day like for me?**

- ◆ What are the five most important responsibilities of my job?
- ◆ What hours do I work?
- ◆ What kinds of decisions do I make on a daily basis?
- ◆ Do I generally deal more with people or equipment?
- ◆ Can I usually work uninterrupted by meetings, phone calls, or emergencies?
- ◆ What is the "rhythm" of my day? When are things busy and when do they slow down?

### ◆ **What is a problem I have solved recently?**

- ◆ How did I discover the problem?
- ◆ How did I handle it?
- ◆ Who else was involved in solving the problem?
- ◆ What was the outcome?
- ◆ How have I ensured that the problem will not recur?

### ◆ **What technical skills do I need to do my job?**

- ◆ What tools (e.g., drill, microscope, camera) do I use?
- ◆ What technology (e.g., CAD, word processing, global positioning system) do I use?
- ◆ What information (e.g., data, analysis, spreadsheets, Internet Web pages) do I use?

### ◆ **What personal and interpersonal skills does my job require?**

- ◆ Am I a member of a team at work?
- ◆ Do I help customers?
- ◆ Do I teach or mentor other workers?
- ◆ Do I need to be patient, think creatively, adapt easily to change, help others, take a leadership role, or manage my time carefully?

◆ **How did I learn the skills I use for my job?**

- ◆ Did I learn them in college courses or an apprenticeship?
- ◆ Did I learn them on the job through experience, through
- ◆ Special company training, by asking for assistance from my co-workers , or by teaching others?

◆ **How is my work interdependent with that of others in my company?**

- ◆ How is my job harder if other people don't do their jobs well?
- ◆ In what ways do other people rely on me doing my job?

◆ **How is the workplace managed?**

- ◆ Who makes decisions about goals and strategic plans?
- ◆ How are frontline workers involved in decision making?
- ◆ How are resources (e.g., time, materials) allocated?
- ◆ How is workers' performance assessed?

◆ **How will my job change in the next 10 years?**

- ◆ Will new technology be introduced?
- ◆ Will more education or skills be necessary?
- ◆ Will opportunities expand, decrease, or follow new paths due to changing demands for products and services?

◆ **What impact does the company have on the community?**

- ◆ What service does the company provide its customers?
- ◆ How does the workplace affect the local company?
- ◆ What zoning laws apply?
- ◆ What environmental factors determine how the company operates?
- ◆ What civic activities is the company involved in?
- ◆ What would happen in the community and in the world if the industry disappeared?