**Employer Project Guidelines**

**Directions**

You are to complete this packet of information by conducting interviews with employers and/or co-workers. If you have an employee-training manual, you may use it as a source. You can even try obtaining information from your company’s website.

In addition to the packet, you will include a minimum of 12 digital photos, in your presentation. You may bring the pictures to class on a flash drive, a memory card, or CD to import into your project.

All information will be compiled to prepare a multi-media presentation which will be shown to the class when you present your project.

**You will be graded on:**

* Completion of the packet.
* Multi-media presentation.
* Use of pictures (as specified).
* Professionalism during presentation, including professional dress. \*\*Bonus credit will be given if your employer attends your presentation!

**Presentation must have:**

* Name and logo of company
* Floor Plan
* Policies and Procedures
* History of the company
* Supervisor’s (or owner’s) previous experience
* Site of company (including number of employees)
* Organizational chart
* Miscellaneous supplemental information
* Photos (either interspersed within presentation or at the end of the presentation)

**If you were in charge, explain:**

* Three things you like about the training station
* Two things you would change
* One thing you have learned that will help you in your career choice

**Layout Format:**

* Student’s name
* Company’s name, address
* Type of company
* In a minimum of 75 words, (typed and turned in separately) state what your first day on the job was like.
* Procedures for reporting to work
* Procedures for calling in sick or calling in late
* Procedures for asking for time off
* Types of benefits are available
* Length of time manager/owner has been with company
* What prior training did manager/owner have?
* What type of education is needed for a managerial position with the company?
* Procedure for handling cash or legal documents (beginning and ending shifts), OR
* Procedure for accessing or handling clients’ files
* Names of competitors and their locations
* Organizational chart
* Floor plan
* Names of vendors and suppliers
* Procedures for handling returns, issuing credit and keeping clients happy
* What types of jobs/careers will your current training station prepare you for?
* What is the procedure for handling theft (by employees or clients)?
* What is the strangest thing that has happened to you on the job?

This project is due on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_