



# TOOLS

## All Aspects Investigative Interview

*All Aspects of an Industry* identifies nine aspects that are common to any enterprise. Students should gain experience and understanding of the associated concepts and skills to be successful. Students can research these aspects by conducting interviews at the workplace.

### **Planning:**

- Does the organization have a strategic plan (long- or short-term)?
- Who leads the planning process?
- What should an organization consider when planning to sell its service or product?

### **Management:**

- Does the organization have a mission statement? If so, why?
- What is the management structure of the organization?
- How does the organization form departments and why?

### **Finance:**

- How does the organization acquire capital (money) to operate?
- Why is accounting important to an organization?
- How do paycheck deductions affect an employee?



# TOOLS *(continued)*

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### **Technical and Production Skills:**

- What basic skills are needed (reading, writing, speaking, listening, science and math)?
- Is a person expected to be a team member?
- Does a person need to be able to manage time effectively? Why?

### **Underlying Principles of Technology:**

- What technology is used in the workplace?
- Do people have to continuously upgrade their job skills? Who pays for additional training?
- Does the organization require cross-training?

### **Labor Issues:**

- Are there written job descriptions? If so, why?
- Is this an organized labor organization?
- Is cultural sensitivity important in the workplace?

### **Community Issues:**

- Does the organization participate in community projects?
- How does the organization maintain a good public image?



# TOOLS *(continued)*

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### **Health, Safety and Environment:**

- Are there federal regulations that apply to this organization?
- Are there job-specific health threats?
- Is there basic safety training?

### **Personal Work Habits:**

- Is quality of work emphasized?
- What are the expectations regarding attitude, appearance and fitness?
- Is all work valued in this organization?