



## *Employer Expectations Panel*

- 1. Introductions – Name, organization, and role in organization.**
  - a. What positions do you typically hire for?
  
- 2. What advice do you have for job-seekers when interacting with potential employers? (ex. Job Fairs, follow-up phone calls, etc.)**
  
- 3. Typical Job Training Provided**
  - a. What does training look like for new staff at your organization?
  - b. What advice do you have for new staff when in training?
  - c. What is a “probationary period”? (if applicable)
  
- 4. Most Common Causes for Unsuccessful Employment**
  - a. In your experience, what are the most common causes of unsuccessful employment?
  - b. What does the disciplinary/coaching process look like at your organization?

## **5. Attendance/Tardiness**

- a. Why is it important to companies, co-workers and employees?
- b. What are acceptable reasons for absences?
- c. What are repercussions to employees for excessive absences and tardiness?
- d. What does a good attendance record tell an employer?

## **6. Presenting a professional attitude**

- a. What does “professionalism” mean to you?
- b. The modern workplace is constantly changing – new staff, new leadership, and new systems – what advice do you have for staff when it comes to dealing with change successfully?

## **7. Flexibility**

- a. What does “flexibility” mean to you, in regards to staff?
- b. What impression does a flexible employee give to an employer?
- c. What impression does an inflexible employee give to an employer?
- d. What makes a flexible employee?

## **8. Accountability**

- a. What does it mean and why is it important?
- b. How can you identify when a staff-person is “accountable” or “takes ownership”?

**9. Initiative**

- a. What does it mean, why is it important and what are the rewards?
- b. How does your organization develop employees that demonstrate initiative?

**10. Ability to Work Independently and Within a Team**

- a. Why are both important?
- b. What is the view co-workers have of someone who is not a team player?

**11. Ability to Communicate**

- a. Why is it important?
- b. What communication skills does an employer look for and evaluate?
- c. What advice do you have for staff when it comes to communicating issues on the job? (ex. Issues with co-workers or supervisors)