Employment Tour Prompts and Ideas

Please note that this tool is provided as resource. Its use is not required. We would like to thank Abilitree for generously sharing this tool.

Person’s Name:

Staff: Date:

Business Name:

Discussion points prior to visit:

***Business Details:***

* Noise (background music, noise of production, customers talking)
* Lighting (natural, fluorescent, dim, bright)
* Space (crowded, room in aisles to walk comfortably, small or large building space, office, warehouse)
* Visual space (lots of product, overstimulating, too many choices, or moderate amount of product that doesn’t overstimulate)
* Size (how many employees)
* Customers(busy, moderate, few)
* Atmosphere (casual, upbeat, trendy, fun, calm, formal)
* Dress Code:(full uniforms, partial uniforms, casual dress, formal business dress)

 ***The Person’s Responses: (look for verbal and non-verbal cues)***

* Take initiative
* Introduce themselves
* Ask Questions of peers, Abilitree staff, employer staff
* Interest in business/products (high, medium, low)
* Interest in working there (high, medium, low)
* What do they stop and notice or look at?
* Do they touch things or just look at things?

***Questions for discussion:***

* What kind of jobs do you see people doing here?
* Is that something you would like to do/ could do that you see employees doing at this business?
* If you worked here, how could you get here? (bus, taxi, walk, etc.) How close is this business to a bus stop?
* Did you learn something new at this business?