

**WorkPlus Regional System  
Occupational Interview Form**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Position Title \_\_\_\_\_ Phone \_\_\_\_\_

Business Name \_\_\_\_\_

- 1. What are the minimum requirements for this position?  
\_\_\_\_\_  
\_\_\_\_\_
- 2. What training did this employee receive to prepare them for this position?  
\_\_\_\_\_  
\_\_\_\_\_
- 3. What are the three main job duties for this position?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4. Describe a typical day's work?  
\_\_\_\_\_  
\_\_\_\_\_
- 5. What do you like best about this job?  
\_\_\_\_\_  
\_\_\_\_\_
- 6. What do you like least about this job?  
\_\_\_\_\_  
\_\_\_\_\_
- 7. What are the drawbacks and/or risks in entering this field as a career?  
\_\_\_\_\_  
\_\_\_\_\_
- 8. How many hours per day/week do you work? \_\_\_\_\_  
Are your hours flexible? \_\_\_\_\_
- 9. Other comments or observations.  
\_\_\_\_\_  
\_\_\_\_\_