

Foothill College  
COOPERATIVE WORK EXPERIENCE PROGRAM

Job Description Worksheet Assignment

Name \_\_\_\_\_ Instructor \_\_\_\_\_ Date \_\_\_\_\_

1. Employer: \_\_\_\_\_

2. Job Title: \_\_\_\_\_

3. Type of Business: \_\_\_\_\_

4. Supervisor's title: \_\_\_\_\_

5. Other people report to me: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_

6. Description of job duties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What are the job requirements of your present position:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. What type of skills will you learn on this job?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. I am interested in this type of work as a career: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Why?  
\_\_\_\_\_  
\_\_\_\_\_

10. Has this position given you opportunities to network for future career leads?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_