Take Our Kids to Work Day: Prepare, Observe, Reflect

Wednesday, November 4, 2026

Name: _____ **Date**: _____

My host or mentor (name and relationship):

_____

Workplace or activity: _____

Due Date: _____

PREPARE
Plan six interview questions and choose two habits to look for.
Before Nov. 4

OBSERVE
Record habits in action and the local need the work meets.
On Nov. 4

REFLECT
After your visit, complete the reflection questions.

PREPARE

Success habits are the things people regularly do, and the attitudes they show, that help them do their work well while continuing to grow. Here are some examples to look for:

Success Habit	What it looks and sounds like
Reliability	Shows up on time and carries out assigned responsibilities
Curiosity	Asks questions and wants to learn how things work
Communication	Explains clearly and listens carefully
Collaboration	Works as a team and helps others
Adaptability	Adjusts when plans, tools, or situations change
Perseverance	Keeps trying after a setback

Choose two habits to look for:

1. I will look for the habit _____because _____
2. I will look for the habit _____because _____

<u>Interview Questions</u>

Open questions are great for learning more about places, people, and actions at a work site. These questions often begin with what, how, why, or can you tell me about a time… Create six interview questions you can ask your mentor/host about success habits, local need(s), and mentors and networks, when you visit their work site.

Categories	Interview Questions
Success Habits • *Which habits matter most?* • *Can you tell me about a time when you used one?*	
Local Need • *Who or what does your work help in our community, or beyond?*	
Mentors and Networks • *How did you get started?* • Was there someone who helped you grow or make big decisions?	

Workplace Expectations and Communication

Before you visit the work site, review the expectations below and think about what it means to be a respectful and professional guest. Every workplace has its own culture, routines, and responsibilities. By demonstrating positive workplace habits, you show respect for your host/mentor, the people who work there, and the community they serve.

- ☐ Arrive on time and be prepared for the day
- ☐ Listen carefully and follow directions
- ☐ Show curiosity by asking thoughtful questions and being engaged
- ☐ Limit phone use and stay focused on the experience
- ☐ Show appreciation for the time your host/mentor provided

OBSERVE

In the chart below, record three success habits that you observe. For each habit, provide specific evidence from what you saw or heard and explain how that evidence demonstrates the habit.

Habit	**Evidence of the Habit (what I saw or heard)** *I saw/heard..., which shows...(habit) because...*

REFLECT

1. What was most interesting or surprising from your workplace visit and the people you met?

2. How does this workplace help meet a need in the community or how does it support others?

3. What is one piece of advice or insight from your host/mentor or another employee that you would like to remember? Why?

4. What is one success habit you can practice while you are at school?