

***CAREER PLANNING IN THE PARKING LOT / BY WANDERING AROUND
IN THE PARKING LOT:***

- What kind of cars are in the parking lot?
- Are separate spaces set aside for managers, staff or customers?
- How are the grounds maintained?
- Does everyone arrive right at the starting time?
- Do people seem to come somewhat early than the official time or do they arrive late?
- Do people greet each other in the parking lot?
- Do people walk into the building alone, or in pairs?
- Do people walk into work quickly, slowly, reluctantly?
- What does the mood of most people entering the building seem to be?
- How are the people dressed? Does there seem to be a consistent “dress code”?
- Are people bringing in briefcases or other signs of doing work at home?
- Is it easy to tell who the managers are vs. other employees?
- Are people bringing lunches to work with them?
- At the end of the day, does anyone leave right at quitting time? Do people seem to leave earlier or later?
- Do people walk out alone, in pairs or in groups? Do people say goodbye to each other?
- What is the general mood of the people leaving?

OBSERVING IN THE LOBBY, OFFICE AREA, STORE, AND FACTORY:

- How do people seem to relate to each other? Is it all business, friendly banter, quiet conversation, rowdy exclamations?
- Do people seem energetic or placid? Do people look at each other, smile, talk or are people focused more on the work at hand than each other?
- Does everyone leave for lunch at the same time?
- What sorts of things are on the walls? (Awards, signs of company bowling or softball teams, community involvement plaques, pictures of people who and what for – art, what else?)
- What allows you to tell managers from employees?
- Are there big differences between managers and employees? If so what do they seem to be?
- What types of people work at this organization? Is there a lot of diversity by race, age, sex, appearance, etc? If not, what are the “themes” of the organization?
- Do people have personal items in their work spaces?
- Are there pictures of children evident?
- Do all work spaces look pretty much alike? What are the similarities or differences?
- Are work areas military neat, somewhat tidy, mountains of paper or lots of variety in how they are kept?
- How do customers seem to be treated in this organization?
- Does the work environment seem slow or fast paced? Intense or easy going? Methodical or creative? Bureaucratic innovative? Serious or fun? Task oriented or people oriented? Extroverted or introverted? Driven by long-term concerns or short-term results?