

Portage Northern Business Department Job Shadow | 2016

Directions: You are required to answer every question. If a question does not apply to your job shadow experience, put N/A in the answer slot. Spellcheck does not work when typing in the form fields. You will have to type your answers on a separate Word document to use spell check, then you can copy and paste your response into this form field.

Company Visited:	Maple Hill Auto Group		
Student Name:	Grant Perrine	Date Job Shadow Took Place On:	4/19/2016
Person Job Shadowed:	Greg Vinstra	Job Title:	New Car Sales Manager

1. Explain the business – What does this company do?

The Maple Hill Auto Group sells cars. They sell new and used Audi, Hyundai, Volkswagen, Subaru, and Volvo car.

2. What was the first thing you noticed when you arrived (about the facility, people, dress code, etc.)?

Everything in the building was new and organized. The Subaru showroom was clean and shiny. All of the workers were dressed business casually

3. What does a typical day look like for the person you shadowed?

a. Hours?

He works different times throughout the week. On Mon./Wed. he works from 8:30-8. On Tue./Thurs./Fri. he works from 8:30-6.

b. Job Duties/Tasks?

He is an overseer of sales floor staff, inventory management, and works daily with sales staff. The staff people that I had a chance to meet and interact with were funny and personable and made me feel welcome.

c. Meetings?

There are mandatory meetings every monday morning, as well as some random throughout the week.

d. Work Environment?

He works in a retail environment. He has two offices. The store was quiet and most people were working individually.

e. Who do they interact with? (Colleagues, customers, clients, etc.)

He mainly interacts with colleagues and customers.

f. Travel opportunities?

He visited Chicago for a day meeting, he occasionally travels for training and winning sales programs.

4. Share with the reader the shadowee's background information/career path.

a. How long has this person worked in the position?

He has worked at MHAG for a total of 26 years. He has spent many years in different positions. He now works as a New Car Sales Manager. He has occupied this position for 8 years.

b. What education was achieved?

He earned his Bachelors in Business Administration

c. What motivated your shadowee to pursue this career?

He was offered an paid internship in college and later went full time. He did not mention a specific reason as to why he chose this career path.

5. What types of skills/training/continuing education are required for this job (Technical? Employability? Personal Characteristics?)

The skills required to be successful consist of personable skills, professional attitude, curious and honest behaviors, competitive and communicative attributes, and some computer skills.

6. What are the career opportunities/advancement opportunities for this job/field?

He started in the sales field and moved to an assistant manager and soon after moved to the manager. He said with connections one could possibly move to general manager or an owner.

7. What are the negative/positive aspects about this job?

a. Negative

There is very little flexibility with the hours and scheduling. Some customers and interactions with customers can also be a negative.

b. Positive

He gets to drive new cars. He makes a decent living considers his job fun. He also gets a free phone.

8. What advice would you give to students who want your type of job?

It can be a lucrative career choice, and a rewarding career. (He said don't do it)

9. What school subjects and employability skills did you see being used at the job site? How were they used?

I noticed when I was introduced to the employees there, they were very friendly and cracked a couple funny jokes. Mr. Vinstra was using Microsoft Excel on his computer. The sales people that were interacting with the customers were nice and talking clearly. They were genuine in everything they said and they answered all of the customers questions completely.

10. If discussed what is the average salary range and/or benefits package of this career?

He told us that the sales staff can make between 25,000-100,000. The management staff can between 80,000-250,000. I find this impressive for a salary.

11. What did you learn from doing this job shadow?

I learned a lot about the sales industry and how cars are sold. I also learned that in order to be good at any job you have to be able to appropriately interact with people. I enjoyed being able to dress nicely and learn how a successful business functions.

12. What did you think/feel about the job shadow experience, what did you like/not like?

Was the job what you expected it to be? Would you still consider this job for your future?

Please state why or why not.

I was a little upset that we weren't able to see a lot of sales interactions because we went in early and on a Monday. I liked how organized the whole store was. It wasn't exactly what I had expected, however it was quite similar. I probably will not consider this job for the future because every worker there told me that they are not flexible with their schedule at all. I would like to choose when to work, or at least not have to miss a family event because I am working.