

# Portage Northern Business Department Job Shadow | 2017

**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.

<b>Company Visited:</b>	<b>FEMA Corporation</b>		
<b>Student Name:</b>	Gavin Vinstra	<b>Date Job Shadow Took Place On:</b>	4/14/2017
<b>Person Job Shadowed:</b>	Michael Perrine	<b>Job Title:</b>	Supplier Quality Engineer

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

FEMA Coporation is a business located in Kalamazoo that engineers and manufactures hydraulic valves for things like transmissions in tractors, cars, etc.

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

Immediately after I walked in, I noticed that there were many different, complex departments in this business. The building was a very nice, neat building with many different machines, utilities, and parts.

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

**a. Hours?**

He typically works 8 a.m. to 5 p.m. with a 1 hour lunch break.

**b. Job Duties/Tasks?**

As Supplier Quality Engineer, his task is to communicate and work with the suppliers to figure out what is needed. After figuring out what is needed, he analyzes which supplier can do the best job for the least amount of money. Essentially, he assists in getting the parts into production.

**c. Meetings?**

His days aren't typically filled with meetings however they can have department meetings when deemed necessary. Normally, he would have a meeting every Friday to every other Friday.

**d. Work Environment?**

The work envirement for the engineers at FEMA Corporation is an office/cubical setup. Each employee in this department has their own work space with their own computers, telephones, etc.

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

For the most part, he does a lot of individual work, working on his computer or talking on the phone. He interacts occassionally with suppliers when needed and he is the one to communicate the issues that his company has to their suppliers.

**f. Travel opportunities?**

Every 2 to 3 weeks, he will take a supplier visit to check on the suppliers and ensure they are making a good product. His travel is typically within the midwest with frequent visits to the Chicago area, east side of Michigan, and other areas in Ohio or Indiana.

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

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

He started as Supplier Quality Engineer 2 years ago.

**b. What education was achieved?**

He has obtained a Bachelors Degree in Mechanical Engineering.

**c. What motivated your shadowee to pursue this career?**

From an early age, engineering always appealed to him. He followed through with his childhood dream by majoring in Mechanical Engineering at Western Michigan University.

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

A degree in Mechanical (Industrial, Manufacturing, Electrical) Engineering is very important for this job. There is not a lot of prior training for this job, but more learning from experience over time. To be successful in this position, it is good to have to be hardworking and assertive, to be good at technical writing and operating software, and to be able to interact and communicate well with others.

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

At FEMA Corporation, they have reviews every 6 months with their boss. Here they talk about their success and interests. After analyzing the past 6 months and their performance, they work mutually to find the best place for them in the business.

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

**a. Negative**

A lot of the suppliers lack drive to complete corrective action forms and fix their mistakes. They do not work hard to solve their problems and that can be hard on the Supplier Quality Engineer. Also, he is in charge of writing some procedures which can be tedious.

**b. Positive**

Some positive aspects include the freedom of the job, including timing and procedures. He works to improve quality and he has the freedom to do so in basically any way.

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

His advice was to recognize what the quality system does for a company and that when a job is done well, the work environment and job in general will be a lot better. He emphasized the necessity of felling the importance of the job.

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

A good understanding of math and writing appeared to be crucial for this job. In his design notebook, I noticed a lot of trigonometry and other forms of math. Also, he needs to write and communicate well so having a good sense and ability to write well is important.

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

An average salary range for this job would be from \$50,000-\$80,000 but it could range greatly. In addition to their wage, they can earn a lot of benefits. They will match retirement savings and will partially support medical benefits. Also, if you are an employee at FEMA Corporation, you will receive an ESOP, or employee stock ownership program, which allows you to own a part of the company.

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

From my time spent shadowing Mr. Perrine at FEMA Corporation, I learned how complex a business really is. There are many separate parts that allow a business to run smoothly and it is crucial for each and every part to succeed in order to have success as a whole. In this particular business, communication appeared to be an essential aspect and FEMA Corporation has many ways to stay in touch like email, phones, Microsoft Outlook, and more.

**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.**

This job shadow was very interesting to me because the machines and robots used to make the hydraulic valves were very complex and that really interested me. Mr. Perrine did a great job in explaining the operations of the entire business and it was a good experience to see how all the parts of a business work together. Recently I have been considering engineering and after this job shadow, it looks even more appealing to me. The creative and independent aspects of his position are something I would definitely enjoy and I definitely am considering engineering.