

JOB SHADOW REPORT

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| Individual's Name: | SUPPORT PERSON (if attended): |
| Business: | Job Shadow Position |
| Contact Name | Business Phone # |
| Business Address | Date of Job Shadow: |

Please indicate how much time you spent at the job site _____ Minutes/hours

SUGGESTED QUESTIONS TO ASK AT WORK SITE

1. What are the job duties of this job?
2. What training/education is needed to be hired for this job?
3. Can you be trained for this job by the employer?
4. What are your typical workday and workweek hours?
5. What is the best part(s) of this job?
6. What is the least favorite part(s) of this job?
7. What types of personal qualities/skills are needed for this position?
8. Do you need a license or certification to do this work? **Yes/No** (*Circle One*); If yes, what is needed?
9. Are there any current openings at this time with the company for this work?
10. How would I be able to apply for a job with this company?
11. What is the typical starting pay range?
12. May I please have a business card to take back with me?
13. Enter additional questions below to ask the employer:

_____ ?
_____ ?

QUESTIONS TO BE COMPLETED AFTER JOB SHADOWING

1. What type of work did you observe during the job shadow?
2. What did you like best about what you observed on the job?
3. What did you least like about what you observed on the job?
4. Would you be interested in this type of work? **Yes/No** (*circle one*); If yes, what was interesting to you?
5. What skills do you have that match up well with this type of work?
6. Are there any concerns you have about doing this type of work?
7. Remember to send a hand written Thank You Note to the Contact Person!! (There is a sample attached)