

Job Shadow Fact-Finding

This form needs to be completed by the end of the job shadow based on information you gather throughout the time you are there. Be familiar with the information you need to know and do not treat these as interview questions.

Name _____ Teacher _____

Period Number _____ Student ID Number _____

Place of Job Shadow _____

Person Shadowed _____ Date shadowed _____

1. Job title of person shadowed
2. Their daily duties
3. Products and/or services provided by this business
4. People, organizations or businesses benefited by products and/or services
5. Salary range of an entry-level employee in this position
6. How the following are used by this person
 - a. Math
 - b. Reading
 - c. Writing
 - d. Listening
7. Why this person selected this job

8. Education needed for this job
9. The role of continuing education in this work
10. Skills required by this job
11. This person's advice for someone seeking a job like theirs
12. How teamwork is used in this job
13. Types of technology used in this job
14. Working conditions (hours, clothing, tools, location, etc.)
15. What this person likes most and least about their job
16. Their most significant challenges in their job
17. Outlook for new employees in this field
18. Drug and alcohol policies at this place of work