

Job Shadowing Worksheet



Name: _____

Date: _____

Business Name: _____

Address: _____

Phone: _____ Website: _____

Manager: _____ Owner: _____

What does the business do (what service or services to they provide)? _____

Name of the person you shadowed: _____

What does this person actually do? _____

What training have they had for their job? _____

What education is required for their job? _____

What education is required to be promoted in the company? _____

What hours to they work? _____

How many hours per week to they work? _____

Look at the employee handbook. What rules do you see that are similar to the rules at school? _____

Continued...

What is the absentee policy? _____

Who creates the schedules for employees? _____

How does the business keep track of time worked by their employees? _____

For what offense(s) could an employee be fired? _____

How are employee's performance evaluated? _____

What benefits do part-time employees have? _____

How are computers used in the business? _____

Write at least five sentences of your own about your experience at the business. (Some ideas: would you want to work there, do the employees seem happy in their jobs, does the business make a good impression, was a good experience and why, what education do you have and will you need for this job?) _____

You could also use this opportunity to write an essay on your job shadowing experience that could be used in school and regional competition... Write your essay on a separate page and attach to this work activity and be sure to save a copy. Ask your counselor to send your essay to your Regional Career Specialist.