# Job Sites Visit/ Job Shadowing Checklist

## JOB SITE INFORMATION

- **Name**
- **Contact information**
- **Location of the Job Site**

## IN CASE OF VIRTUAL VISIT

- **Website Address**
- **How did you hear about this site?**

## CHECKLIST

- [ ] Check if your school has guidelines
- [ ] Introduce students to the concept of job shadowing
- [ ] Each student decide, based on his/her career research, which worksite they want to shadow
- [ ] Explore/Engage video content
- [ ] Coach the students on the questions they can ask during the job shadow
  - See ‘Job Shadowing-Questions to Ask’ for details
- [ ] Students write a summary of their shadowing experience
  - See ‘Job Shadowing-Questions to Ask’ for details
- [ ] Provide resources for students and help arrange more schedule
- [ ] Evaluate
  - Interview/reflect on their experience
- [ ] Others
  - Students write or email to the job shadowing participant
Job Shadowing - Questions to Ask

Student:  
Name and Title of Job:  
Date:  

1. What are the job duties and responsibilities?  

2. What are the responsibilities of your department?  

3. How are computers used in this career?  

4. What type of training or education will I need to get a job in this career in the future?  

5. What do you like most about your job?  

6. What do you like least about your job?  

7. What is the typical salary range for someone in this field:  
   - Entry level:  
   - Mid-level:  
   - Top level:  

My opinion/impression about this occupational area is:  

I would/would not want to work for this company because:  