

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		
<input type="checkbox"/>	Check if your school has guidelines	
<input type="checkbox"/>	Introduce students to the concept of job shadowing	
<input type="checkbox"/>	Each student decide, based on his/her career research, which worksite they want to shadow	
<input type="checkbox"/>	Explore/Engage video content	
<input type="checkbox"/>	Coach the students on the questions they can ask during the job shadow	See 'Job Shadowing-Questions to Ask' for details
<input type="checkbox"/>	Students write a summary of their shadowing experience	See 'Job Shadowing-Questions to Ask' for details
<input type="checkbox"/>	Provide resources for students and help arrange more schedule	
<input type="checkbox"/>	Evaluate	Interview/reflect on their experience
<input type="checkbox"/>	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:
