



JOB SHADOW PROGRAM STUDENT QUESTION SHEET

Company Name: _____ Host: _____

Address: _____ Phone: _____

Date & Time of Shadow: _____

Note: Extra paper might be needed to answer these questions.

1. What is the primary mission of this company or organization (services rendered, products produced, etc.)?
2. What are the responsibilities of your department?
3. What are your responsibilities and duties? What is a typical day like for you?
4. How does your job relate to the overall organization?
5. Who do you work closely with in your company? In other companies?
6. What type of education and/or training does one need to do your job? What type of education/training have you had? What school classes did you take that were most helpful in this job? Where in this area could you get the required education and/or training?
7. What basic skills are **most** needed on your job?
 Reading Writing Speaking Mathematics Listening Other (specify)
8. What other skills are **most** needed on your job?
 Working as part of a team Following directions Basic computer skills Being accurate
 Reasoning and problem solving skills Thinking creatively Satisfying customer expectations
 Mechanical skills Leadership skills Supervisory skills Other (specify)
9. Are there any specific qualifications needed for this job, i.e., minimum age, driver's license, physical requirements, professional certification, etc?

10. How did you decide to do this type of work?
11. What do you see as the demand for jobs like yours in the future? Are there advancement opportunities in this occupation? In what ways has or will technology affect this career?
12. What are some jobs or careers related to this field?
13. What are the working conditions for this job? (working different shifts, extensive travel, seasonal employment, on-the-job training and/or educational opportunities, etc.)
14. What is the salary range for someone working in this field? (What is a typical starting salary?)
15. What do you like **most** about your job?
16. What do you like **least** about your job?
17. Do you have any advice for me as I consider career options?
18. Anything else you find interesting?

(Student name) _____ has successfully completed a job shadow with me today.

Employee Signature

Organization/Agency

Title

Date

