

JOB SHADOWING WORKBOOK

Job Shadowing Program



**Gain Experience – Confirm Your Major
Make Connections**

RIVERDALE HIGH SCHOOL

Nondiscrimination Statement

It is the policy of the Riverdale School District that no person may be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student services, recreational or other program or activity because of the person's sex, race color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability in the educational programs or activities operated by the Riverdale School District.

Riverdale Job Shadowing Suggested Interview Questions

Please complete the following questions with a professional in your career interest area during your job shadow experience.

1. Tell me about the company that you work for.
2. What do you normally do on this job? What does the typical day involve?
3. Why did you choose this particular line of work?
4. Why do you like this type of job?
5. Why did you choose to work for this company/business?
6. Have you worked for other companies doing this job, and if so, were the job tasks similar or different from what you do now?
7. What kind of training (college, technical school, on-the-job) have you received for the job you have?
8. What is the best education or training for your work? Could you recommend a specific school/college that I should attend? Are there any specific courses that you would recommend?
9. To work in this field, is there any particular geographic location that is better for finding a job? Why?
10. What salary can I expect in this career area? What "benefits" are part of the employment package?
11. What are the hardest or easiest parts of this career?
12. Where do you see yourself 5 years and 10 years from now in your career?
13. What do you see for future growth in this career area?
14. What advice do you have for me as I choose and prepare for a career?
15. What high school courses and extracurricular activities would you recommend that I take to best prepare me for a career in this field?

Riverdale Employer Job Shadowing Evaluation

In order to evaluate our Job Shadowing Program, we would appreciate your comments and suggestions.

Student's Name _____

Place of Business _____

Date of Shadowing _____

Shadowed from _____ a.m./p.m. (circle one) to _____ a.m./p.m. (circle one) for a total of _____ hours
(Employer should complete this to verify the actual amount of time that the student spent at the worksite.)

- | | | |
|---|-----|----|
| 1. Did the student arrive at the time agreed upon? | Yes | No |
| 2. Did the student stay for the agreed upon amount of time? | Yes | No |
| 3. Was the student dressed appropriately? | Yes | No |
| 4. Did the student listen to directions? | Yes | No |
| 5. Did the student follow directions? | Yes | No |
| 6. Did the student have a positive attitude? | Yes | No |
| 7. Did the student ask questions about the job? | Yes | No |
| 8. Would you be willing to have another student job shadow your career? | Yes | No |

Any additional comments:

*****Please complete and give to the student at the end of the job shadow experience or mail to Sarah Ploeckelman, ACP Coordinator, Riverdale High School, 235 E Elm Street, Muscoda, WI 53573.*****