

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **JOB SHADOW FORM (2-4 HOURS)**

*Students must complete 2 job shadowing experiences. Summer is a great time to job shadow! Choose to shadow a job in an area of work you might desire to pursue a career in. Answer these questions as you shadow your Workplace Mentor." Many of your responses to questions will come indirectly from your observations and interactions. If any questions are unclear, discuss them directly with your workplace mentor.*

Workplace Mentor Name: \_\_\_\_\_

Job site and Department: \_\_\_\_\_

1. What does this department do within the company?

2. Describe a typical day in the life of you "Workplace Mentor." (If they are a believer, how did the Lord lead them to this type of work?)

3. What does your "Workplace Mentor enjoy the most about their position?

4. What are the basic skills and knowledge does your Workplace Mentor need? How do they use them? Reading, writing, math, hands on, physical work, listening, public speaking, etc.....

5. Are technical skills necessary to perform this job? If yes, what types of technology and how are they used?

6. Which of the following problem solving skills are needed and how are they applied?

a. Organizing and planning

b. Interpreting and communicating information

c. Thinking creatively

d. Making decisions

e. Analyzing problems

7. As you watch your workplace mentor, do they use interpersonal (people) skills (serving customers, participating as a team member, teaching, leading, resolving conflict)? If so, how?

8. What kinds of management skills are needed for this position? Goal setting, self-evaluation, accepting critiques, effective use of time etc....

9. Is it important to know a second language with this position? Would it enhance performance?

10. Is training required for this position? Education? Does it require a specific level of education?

11. How might this job change in the next 5 to 10 years?

12. Could you see yourself working this position in 5 to 10 years?

13. What were your favorite and least favorite aspects of the job as a career?

Mentor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*"Whatever you do, work at it with all your heart, as working for the LORD, not for men" Colossians 3:23*