
Job Shadowing Report Form
(This form is also available in electronic form in the Classes folder.)

Student: _____ Grade _____

Job Shadowing Site: _____ Date of visit _____

1. What were the name, title and responsibilities of your workplace host?

2. Which parts of the job were of interest to you?

3. Which parts of the job would you find boring or not to your liking?

4. What surprised you most about what you learned, heard or observed?

5. What kind of skills seemed most important in the job you observed?

6. Is this occupation or this kind of company of interest to you? Why or why not?

7. What part or parts of the visit were most helpful to you?

8. How would you rate this visit: excellent (I learned a lot, outstanding visit), good (learned about the field, well run visit), fair (learned something but visit had shortcomings) or poor? _____

9. Would you recommend this visit to other students? Why or why not?

10. How helpful was this experience for you personally? ___ very helpful ___ somewhat helpful ___ not helpful

Please complete this form and return it to Mrs. Steeves. You may add other comments on the back of this sheet. At the same time, please email your thanks to your host (or write a short letter of thanks). Copy Mrs. Steeves (ksteeves@mail.ab.mec.edu or give her a paper copy) so that she will know it has been sent. Suggestions for email: thank your host, mention one thing you found interesting, mention one thing you learned from your visit, briefly restate your appreciation, sign your full name. Be sure to proofread your thank you for correct spelling, grammar and style.