Jacket Job Shadowing Interview Form

1. What is your career title? ______________________________________________________

2. What are your main duties and responsibilities? ____________________________________
____________________________________________________________________________
____________________________________________________________________________

3. What abilities do you have that helped you be successful in your career? ________________
____________________________________________________________________________
____________________________________________________________________________

4. What education and/or training did you have for this job? _____________________________
____________________________________________________________________________
____________________________________________________________________________

5. What are your usual work hours? _______________________________________________

6. Are you expected to work any overtime? _________________________________________

7. What are the starting wages/earnings for this position? And what are the top wages/earnings in this field for someone with experience? ___________________________________________

____________________________________________________________________________

8. Does your company offer insurance to its employees? If so, please describe:
____________________________________________________________________________
____________________________________________________________________________

9. Who performs employee evaluations? ___________________________________________

10. How often are evaluations done? ______________________________________________

11. Do you have a handbook that covers company policies and regulations? _____________

12. How are employees disciplined who break company rules? _________________________
____________________________________________________________________________
____________________________________________________________________________

13. How are employees rewarded for positive efforts and outstanding work?
____________________________________________________________________________
____________________________________________________________________________

14. What personal and teamwork skills are employees expected to exhibit in their relationships with supervisors, co-workers, and customers/clients?
____________________________________________________________________________
____________________________________________________________________________

15. What are the positive aspects of your jobs?_______________________________________
____________________________________________________________________________
____________________________________________________________________________

16. What are the negative aspects of your job? ______________________________________
____________________________________________________________________________
____________________________________________________________________________
17. What opportunities for advancements are offered by your company? __________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

18. What do you expect of your job applications--resumes, applications, and portfolios?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Time student arrived: _______________ Time student left: _______________

Signature of job shadowing host                                       date

Company Name

Signature of student                                                date