

## JOB SHADOWING AGREEMENT / EVALUATION FORM

\*\*The top portion of this form is to be filled out by the **STUDENT** prior to the job shadowing experience.

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Social Security No: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Student address: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Occupational (SEOP) Goal: \_\_\_\_\_

Job Shadow Title: \_\_\_\_\_  
Company Name and Address: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Date of job shadowing experience: \_\_\_\_\_ For \_\_\_\_\_ hours

### I AGREE TO THE FOLLOWING:

- Schedule the job shadowing experience with the employer.
- Arrange for transportation to and from the job site.
- Complete all forms and return them to the Career Center by the appropriate date.
- Observe an employee in his/her chosen career for 6-8 hours.
- Gather information necessary to write a reflection paper based on this experience.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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\*\*The remainder of this form is to be filled out by the job shadow site supervisor after the experience is complete. Please be sure to answer all of the questions. Thank you for much for your participation.

Please use the following guidelines to rate the student's job shadowing experience.

POOR                      FAIR                      GOOD                      EXCELLENT

#### PERSONAL APPEARANCE:

- Appropriate Clothing
- Well Groomed

#### WORK RELATIONS:

- Positive Attitude
- Cooperative

#### USE OF TIME:

- Arrived on Time
- Asked Questions
- Accepted Responsibility

#### Willingness to Learn

As a participating job shadowing employer, do you...

...feel this experience was valuable for the student	YES	NO
...feel this experience was valuable for your company	YES	NO
...think you would like other students to visit your company?	YES	NO

Additional comments or suggestions: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Information on this document is classified as private in accordance with Government Records  
Management Act (Utah Code 63-2-302)