

EVALUATION of Job Shadow/Interview

Name _____

* This assignment must be unrelated to your 25-hour community experience (completely different area).

<input type="checkbox"/>	Job Shadow – Arrange and shadow someone in a career of interest
<input type="checkbox"/>	Informational Interview – Attach a support document with your questions / answers
Agency / Company / Organization _____	
Job _____	
Contact person _____	
Signature _____	Phone number _____
Date completed _____	Time _____

Reflection and Evaluation: Based on the information you have gathered, consider the questions below as you summarize your job shadow/informational interview/industry tour. Answer thoughtfully and completely.

What is the main focus of the organization? _____

What types of work activities does the person in this job do? _____

Does the typical worker have a set schedule (i.e. – 8 a.m. to 5 p.m.) or are the hours flexible or variable? _____

What is the daily routine like? _____

What is the most difficult part of this job? _____

What is your reaction to the difficult and stressful aspects of this occupation? _____

What is the work schedule for this job? _____

What is your reaction to the number of hours and work schedule described? _____

Is travel from place to place required for this job? _____

What education and/or training is required for this type of job? _____

What degree or certificate do employers look for? _____

What kinds of tools and technologies are used in this job/field, and how are they used?

What is the salary range for this job? _____

What is the entry level salary in Eugene? _____

What benefits (health insurance, paid vacation, retirement plan) are provided? _____

Is this a rapidly growing field? What are the long-term trends future needs for workers in this field?

What are the most satisfying aspects of this job? _____

What conceptions were clarified as a result of the job shadow/interview? _____

What misconceptions were revealed as a result of the job shadow/interview? _____

What are the most important new facts and understanding you have acquired? _____

In what ways has your opinion of this occupation changed as a result of your job shadow or interview? _____

Other Questions

The following additional questions are intended to help you build a detailed picture of an occupation. Use these questions only as a guideline. Your job shadow or interview will be most effective if you formulate questions that reflect your genuine curiosity.

The Occupation

1. What are the main or most important personal characteristics for success in the field?
2. What are the demands and frustrations that typically accompany this type of work?
3. What do you know now that would have been helpful to know when you were my age?
4. What are some related occupations? What are the salary ranges?
5. What kinds of courses are most valuable in order to gain skills necessary for success in this occupation? (Distinguish between desirable and indispensable courses.)
6. What kind of work/internship experience would employers look for in a job applicant?
7. Where might job listings be found?

What's it like?

1. What are some rewarding aspects of the work you do?
2. What are some aspects of your job that may be difficult or stressful? Is this typical in this career?
3. How would you describe the atmosphere/culture of the workplace?
4. Is there anything else that would be helpful to know about this job or occupation?