Job Shadowing and Work Experience Log

Use this page before a job shadow, job sampling visit, internship or volunteer shift. Use page 2 after it.

Name _____ · Date _____

Where I'm going

Company or organization _____

Role (the job I will watch or do) _____ Date and time _____

Person I will meet _____

Type: ☐ Job shadow ☐ Job sampling ☐ Internship ☐ Volunteering

Words to know

Job shadowing: when a student watches someone do their job and asks questions to learn about the work.

Internship: a set period of work at a business or organization where students learn skills for a career, or meet a requirement for school or a job.

Job sampling: when students are placed in work positions in the community for short periods of time.

Volunteering: choosing to help a nonprofit group or public agency without pay.

Questions to ask: check 4 or 5

- ☐ What is your job title?
- ☐ How did you become interested in this type of work?
- ☐ How did you get your job with this company?
- ☐ What type of education and/or training were required for this job?
- ☐ What classes did you take in high school that prepared you for your job?
- ☐ What personality traits are important for this job?
- ☐ What are you required to do as part of your job?
- ☐ What is the opportunity for advancement in this area?
- ☐ What advice would you give a student who is interested in this career?
- ☐ Did you have to interview, take any tests, complete an internship or apprenticeship for this position?

My own question: _____

Notes: what I heard and saw

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Job Shadowing and Work Experience Log (page 2)

Fill this in after your experience, while it is fresh in your mind.

What I did: complete each sentence

I (shadowed, worked, volunteered) _____ at _____.

It is a company/organization that _____.

Two types of activities I helped with were _____ and _____.

The two things I liked the most were _____ and _____.

One thing I didn't like was _____.

This experience helped me gain the following job skills: _____

This activity was beneficial because it _____

Look back

What was it like?

What did you learn?

Are you still interested in this career? ☐ Yes ☐ Maybe ☐ No

Why?

Optional: for a supervisor or job coach

One thing this student did well:

One thing to practice:

Name and role:

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