

Pre-Employment Transition Services Job Shadowing

Student/ID#: _____

VR Counselor: _____

Vendor: _____

Date: _____

Person Shadowed: _____

Job Title: _____

Business Name: _____

Business Address: _____

Business Contact Information – Telephone, Email or Website: _____

Education Background and Work Experience: Write about the education and career experiences of the person you shadowed. If applicable, also include information about on-the-job training needed in this position.

Work Skills: What skills/education are needed in this position? List a minimum of three and explain how/where they are used.

Company Profile: Include information about (1) product/service of the company, and (2) how long the business has been operating. Include at least one more detail about the company. For example, this could be about the hiring process or future changes.

Observations:

The most important resources of a company are its employees. How did the employees treat one another? *or* How would you describe the work atmosphere?

What is the required attire (clothing) for the job you shadowed?

What other tools or equipment were needed for the job you shadowed besides computers?

Would you require any accommodations in the workplace? If so, which ones?

Benefits. To hire the best people possible, many employers offer more than a salary or hourly wage. What extra benefits does the company offer?

Health Care: YES ☐ NO ☐

Dental Plan: YES ☐ NO ☐

Retirement Plan: YES ☐ NO ☐

Disability Insurance: YES ☐ NO ☐

Life Insurance: YES ☐ NO ☐

Advanced Training: YES ☐ NO ☐

Reimbursement for Education: YES ☐ NO ☐

Other (Please list) _____

Person Shadowed: _____

Date: _____

Student: _____

Date: _____

Vendor Staff: _____

Date: _____