

Pre-Employment Transition Services Job Shadowing

Student/ID#: _____
Vendor: _____

VR Counselor: _____
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: _____