



Thank you for using Job Shadow

PLEASE NOTE:

This is a copy of the Job Shadow experience form which the candidate should print out and bring with them. If for whatever reason they forget to bring it with them, please could you print a copy for them. This forms part of their Life Orientation term mark and needs to be completed and handed back to their educator.

Thank you for your assistance.

We hope you enjoy your Job Shadow Experience

Thank you,



The Job Shadow Experience

SCHOLAR'S NAME: _____

DATE: _____

COMPANY: _____

JOB ROLE: _____

To help you get the most out of your visit, we have provided this questionnaire for your experience. Answer these questions as you "shadow" your Job Mentor. Many of your responses to questions will derive indirectly from your observations and interactions. If any questions are unclear, discuss them directly with your Job Mentor.

1. What does this department do within the business?

2. What does your Job Mentor do each day (main roles and responsibilities)?

3. What basic skills and knowledge does he/she need, and how does he/she use them?
 - Reading
 - Writing
 - Applying mathematics
 - Listening
 - Speaking

4. What technical skills are necessary to perform this job well, and how are they used?
 - Using computers
 - Equipment
 - Software/Programs

5. Which of the following problem-solving skills are needed and how are they applied?
 - Organizing and planning
 - Interpreting and communicating information
 - Thinking creatively
 - Making decisions
 - Analyzing problems

6. What interpersonal (or "people") skills are needed and how are they used?
 - Serving customers
 - Participating as a team member
 - Teaching
 - Leading
 - Resolving conflict
 - Working with cultural diversity

7. Which of the following self-management skills are needed and how are they applied?
 - Setting short and long term goals
 - Evaluating ones own actions and accomplishments
 - Using constructive criticism
 - Demonstrating refusal skills
 - Using time in an efficient and effective way

8. In addition to English, would speaking and writing another language be useful in this job?
9. What education and training did you have before starting work at the company and what new skills have you learnt since then? List the qualification requirements for this career and a tertiary institution that provides this course or list advisable courses if not provided by a formal institution.
10. What 2 aspects interest you in this career and explain your answer.
11. What does your Job Mentor enjoy the most and the least about their job?
12. What are the main challenges of the job role?
13. Does this career enable financial independence?
14. What other relatable careers are available?
15. How might this job change in the next five years? The next 10 years?

16. Personal reflection section:

- How did your job shadow experience compare with your understanding of the job role before job shadowing?
- Do you think this job role is suitable for you and why?
- What are your likes and dislikes of this job role?
- Name the things you will always remember about this work experience.

Thank you for your time as Job Mentor, please sign below as proof of my presence at your company having fulfilled my Job Shadow experience.

Job Mentor Signature: _____

Full name: _____