

JOB ANALYSIS WORKSHEET

JOB SHADOW DAY

BVEXCEL

STUDENT NAME _____ DATE OF SHADOW _____

ORGANIZATION NAME _____ HOST NAME _____

HOST EMAIL ADDRESS: _____

COMPANY WEBSITE: _____

DIRECTIONS: Discuss the following questions with your host during your job shadow experience.

Document the responses below. Turn in this worksheet to your teacher after completion.

1. What does the business/organization do (general overview)?

2. What is your role (job title) and key responsibilities?

3. What level of education or training is required for your role?

4. Can you describe your career path to your current job?

5. What do you like MOST about your job?

6. What are the most challenging aspects of your current role?

7. How is technology used in this job?

8. What is the future of the industry in your opinion?

9. What are some of the typical fringe benefits offered by the company/organization? Health insurance? Life insurance? Pension plan? Sick days? Vacation Time? Education Reimbursement?

10. What major and college would you recommend to me that would prepare me best for this position?

11. Do you take high school or college interns?

12. Do you have any other advice for me as I consider career choices?

KEY TAKE-AWAYS:

1. Two things you found interesting.

2. Biggest take-away from the experience.