

# Job Shadow Score Sheet



Score #	Enter a score from 1 to 4. 1=never; 2=sometimes; 3=often; 4= always
	Confirmed time and location of the job-shadowing location.
	Dressed appropriately.
	Used proper hygiene.
	Acted professionally throughout the job-shadowing experience, showed enthusiasm, and appreciation.
	Showed up on time (5-10 minutes early than scheduled).
	Did not use cellphone.
	Offered a firm handshake, made eye contact, smiled, and had good body language.
	Answered questions they were asked.
	Asked questions if they didn't understand.
	Sent a thank you note.
	Researched job-shadow employer/organization and host to better prepare for the day.
	Take a notepad to record observations and insights.

\_\_\_\_\_

Date(s) of Job Shadow

\_\_\_\_\_

Job Shadow Host

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date