

**JOB SHADOW EMPLOYER EVALUATION
LINDSAY HIGH SCHOOL**

Thank you for hosting a student at your workplace. We would like to provide the most positive experience possible for both employers and our students. Therefore, please take a few moments to share your assessment of the experience. Your input of the job-shadowing experience and the student who shadowed you will be very valuable as we seek to improve the senior project job-shadowing activity.

Name Angelica Valencia Phone (559) _____
 Company/Organization Jefferson Elementary School
 Address 333 N Westwood Ave, Lindsay CA 93247
 Student Name Yintay Lopez Date of Shadow 12-24-2014

Please rate the student, using the following scale, by circling the appropriate number:
 4 – exceeds expectations; 3 – meets expectations; 2 – below expectations, 1 – unacceptable

Student Readiness

___ Arrived on time	<u>4</u>	3	2	1
___ Displayed Enthusiasm and interest	<u>4</u>	3	2	1
___ Appeared clean and well-groomed	<u>4</u>	3	2	1
___ Wore appropriate clothing	<u>4</u>	3	2	1
___ Showed appropriate behavior at work site	<u>4</u>	3	2	1
___ Asked appropriate questions	<u>4</u>	3	2	1
___ Demonstrated good listening skills	<u>4</u>	3	2	1

Business Ratings

___ You were satisfied overall with experience	<u>4</u>	3	2	1
___ Your objective was achieved	<u>4</u>	3	2	1
___ You would recommend student for a similar experience	<u>4</u>	3	2	1
___ You were satisfied with student knowledge about the business or organization	<u>4</u>	3	2	1

Would you be able to host another Lindsay High School student? yes
 Are you able and willing to host a bilingual student? yes

Do you have any suggestions for improving the job-shadow experience for students?

Angela Employer Signature
Yintay Lopez Student Signature

Date: 12/24/14
 Date: 12/24/14

Student Name: Yvritzy Tapia

JOB SHADOW: INTERVIEW WORKSHEET

This form must be completed during and after the job shadow. Your final version, complete with responses from your employer must be typed, saved, and uploaded to your senior website.

Directions: This form is to be completed by students prior to their release to shadow and interview someone in the community for their senior project.

Person to be interviewed: Angelica Valencia Phone () _____

Job Title Receptionist

Business Elementary school

Place of interview (specific city/street address) 333 N. Westwood Ave, Lindsay, CA

Date and time of the interview 12-24-14 7:45 am

Estimated length of interview 8 hours

Briefly state the nature and purpose of this experience and list the objective you hope to accomplish during the job shadow and interview

Question 1: What qualities does a person need to possess to be in this type of position?

Response: You need to be: friendly, social, organized, cooperative

Question 2: What training or education is required for this type of work?

Response: High School Diploma - some training

Question 3: How much flexibility do you have in terms of dress, hour of work, vacation, ect?

Response: You have a lot of breaks since its a school.
You can dress casuals on fridays

Question 4: What are the basic prerequisites for jobs in this field?

Response: • High School graduate • No criminal record

Question 5: Do you work a lot of Overtime?

Response: • Well only when I work over summer
- When assigning all students to classes
- filling reports.

Question 6: What inspired you to choose your career?

Response: • My son • Wanting to work in the same school (as son)
• getting to spend time with kids and working with paper work.

Question 7: What are some key factor and skills needed in your line of work?

Response: • Have patience • Be friendly • Be social • Stay organized

Question 8: Do you take work home?

Response: • Sometimes • Most likely summer time / beginning of school year.

Question 9: What is the most rewarding part of your job?

Response: • Meeting new people • Seeing son • getting time

Question 10: What is the most challenging part of your job?

Response: • Dealing with complicated parents • knowing how to deal with situations with kids. • Not staying organized