



GREENE COUNTY CAREER CENTER
532 Innovation Drive, Xenia, OH 45385
Phone: 937.372.6941

Career Awareness Days – Employer Signed Form Returned by 01/29/21

Job Shadowing (Business Site Visit)

Job shadowing is an unpaid experience that provides students with an opportunity to spend time observing/interviewing a working professional to learn the responsibilities of the profession and what the job requires on a day-to-day basis.

Student Name: _____

ID# : _____ Phone #: _____

CTE Program: _____

Teacher: _____

Date(s): _____

Day(s): _____

Hours: _____

Company: _____

Address: _____

City, Zip: _____

Phone: _____ Ext: _____ Fax: _____

Person to Shadow: _____

Job Title: _____

Contact person _____

Skills to be observed: _____

Duties to be performed: _____

Employer's Comments:

	<u>Yes</u>	<u>No</u>
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Student arrived on time	<input type="checkbox"/>	<input type="checkbox"/>
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Student was appropriately dressed	<input type="checkbox"/>	<input type="checkbox"/>
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Student expressed an interest in the company	<input type="checkbox"/>	<input type="checkbox"/>
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Student behaved in an appropriate manner	<input type="checkbox"/>	<input type="checkbox"/>
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Any additional comments or concerns should be referred to the student's lab teacher.

Employer Signature

Parent/Guardian Signature

Date

Student Signature

Date

Lab Instructor Signature

Date