

# Job Mentor/Shadow Form

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Mentor/Shadow Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

To be completed by student prior to job mentor/shadow:

Describe where you are with career decision making BEFORE engaging in the job shadow: (Circle one)

- |                      |                                     |                            |   |                    |
|----------------------|-------------------------------------|----------------------------|---|--------------------|
| 1                    | 2                                   | 3                          | 4   | 5                  |
| Completely undecided | Mostly unsure,<br>looking for ideas | Have narrowed down a field | Relatively clear goal<br>looking for more information | Clear goal in mind |

What type of education/training is required for this career? (Check one)

- |   |  |
|---|--|
| <input type="checkbox"/> On the job training        | <input type="checkbox"/> 4-year degree                 |
| <input type="checkbox"/> Certificate or credentials | <input type="checkbox"/> Master or Professional degree |
| <input type="checkbox"/> 2-year degree              | <input type="checkbox"/> Other _____                   |

What is the projected growth for this career (use your xello account information)? (Check one)

- |  |   |
|--|---|
| <input type="checkbox"/> Slow (2%-4%)    | <input type="checkbox"/> Faster than Average (10%-14%)          |
| <input type="checkbox"/> Average (5%-9%) | <input type="checkbox"/> Much Faster than Average (15% or more) |

What do you hope to learn about this career from your mentor/shadow experience?

To be completed by student during the mentor/shadow, questions for your shadow host:

What do you like most/least about your career?

Most:

Least:

- Volunteer Clearances  Family member

\_\_\_\_\_  
Signature of Job Shadow Host

To be completed by student after job shadow:

I was surprised to learn:

I was disappointed in:

Describe where you are with career decision making AFTER engaging in the job mentor/shadow: (Circle one)

- |                      |                                     |                            |   |                    |
|----------------------|-------------------------------------|----------------------------|---|--------------------|
| 1                    | 2                                   | 3                          | 4   | 5                  |
| Completely undecided | Mostly unsure,<br>looking for ideas | Have narrowed down a field | Relatively clear goal<br>looking for more information | Clear goal in mind |

## Job Mentor/Shadow Interview

1. What is your job title?

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2. What are your main responsibilities on a daily basis?

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3. What problems/challenges do you experience in your job?

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4. What kind of education/certifications did you need for this job?

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5. What special skills are needed for this job?

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6. What advice would you give to someone entering this job?

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7. What is the entry level salary and the highest salary for this position?

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8. What is one piece of advice you would give me if I wanted to pursue this career?

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What is your reflection about this experience?