



GREENE COUNTY CAREER CENTER

2960 West Enon Road
Xenia, Ohio 45385
Phone: 937.426.6636
Fax: 937.372.3125

Copies to: Employer []
Teacher []
Parent/Guardian []

Career Awareness Days – Employer Signed Form Returned by 12/4/18

Job Shadowing (Business Site Visit)

Job shadowing is an unpaid experience that provides students with an opportunity to spend from three to five hours per day 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:

Yes No

- Student arrived on time
Student was appropriately dressed
Student expressed an interest in the company
Student behaved in an appropriate manner

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

Empty rectangular box for additional notes or comments.