

Title Slide

Name of Job Shadow/Job Tour
Link to Website of Business/Job

First Name, Last Name
2nd Hour Teacher
May 14, 2018

**Dress this slide up with pictures related to the Job

Products/Services

What product or services does this job provide?

Who are the major customers of these products or services?

Add a picture...

Describe the Job & Atmosphere

If I worked at this job, what would I do? What tools or equipment would I use on this job?

Describe the work atmosphere. (clean, comfortable, friendly, etc.) Describe your activities during your job shadow experience.

What interests would lead a person to this type of job?

Add a picture...

Education

Does this job require any of the following?...High school education? College degree? Vocational training? Graduate degree?

Does this job require additional or continual professional or technical training? If so, is the training provided by the company? What school subjects would help me prepare for this job? Does this job relate to Science, Technology, Engineering, or Math? Add a picture...

Work Attire, Hours, Travel

What is the proper attire (dress code) for this job?

What are the normal working hours for this job?

Does this job require travel or relocation? If yes, explain.

Add a picture...

Salary & Benefits

What is the average beginning salary for this position or the beginning hourly wage? What is the average top yearly salary for this position or the top hourly rate?

What are ways to increase your base salary? (commission, incentives, etc.) What employee benefits does this job have? (insurance, retirement, etc.)

Add a picture...

Advantages & Disadvantages

According to your host, what are the advantages of this job?

According to your host, what are the disadvantages of this job?

(MAY use a 2-column chart)

Add a picture...

I Learned...

What did you learn about the job?

What is the most surprising thing you learned about the job?

Add a picture...

Personal Reflection

What did you like best about the job?

What did you not like about the job?

Would or would you not like to have this job? Why?

Add a picture...

Oral Presentation Rubric: Job Shadow/Job Tour Presentation

Student Name: _____

CATEGORY	4	3	2	1
Preparedness	Student is completely prepared--does NOT read directly from the slideshow	Students seems pretty prepared but might have needed a few more rehearsals	Student is somewhat prepared, but it is clear that rehearsal is lacking	Student does not seem at all prepared to present
Content	Shows a full understanding of the job	Shows a good understanding of job	Shows a good understanding of parts of the job	Does not seem to understand the job very well
Stays on Topic	Stays on topic all of the time (100%)	Stays on topic most of the time (99-90%)	Stays on the topic some of the time (89-75%)	It was hard to tell what the topic was
Posture & Eye Contact	Stands up straight, looks relaxed and confident; Establishes eye contact with everyone in the room	Stands up straight and establishes eye contact with everyone in room	Sometimes stands up straight and establishes eye contact	Slouches and/or does not look at people during the presentation
Speaks Clearly	Speaks clearly and distinctly all the time (100-95%) and mispronounces no words	Speaks clearly and distinctly all the time (100-95%), but mispronounces one word	Speaks clearly and distinctly most of the time (94-85%); Mispronounces no more than one word	Often mumbles or cannot be understood OR mispronounces more than one word
Volume	Volume is loud enough to be heard by all audience members throughout the presentation	Volume is loud enough to be heard by all audience members at least 90% of the time	Volume is loud enough to be heard by all audience members at least 80% of time	Volume is too soft to be heard by all audience members
Enthusiasm	Facial expressions & body language generate a strong interest and enthusiasm about the topic in others	Facial expressions & body language sometimes generate a strong interest and enthusiasm about the topic in others	Facial expressions & body language are used to try to generate enthusiasm, but seem somewhat faked	Very little use of facial expressions or body language; did not generate much interest in topic being presented
Time-Limit	Presentation is 1-2 minutes	Presentation is less than 15 seconds too short	Presentation is 30 seconds too short	Presentation is less than a minute
Listens to Other Presentations	Listens intently; does not make distracting noises or movements	Listens intently, but has one distracting noise or movement	Sometimes does not appear to be listening but is not distracting	Sometimes does not appear to be listening and has distracting noises or movements

Slideshow Visual Aid	(12 pts.) 9-8 Slides are neat, easily visible, relevant to topic, and demonstrates creativity	(9 pts.) 7-6 Slides are relevant to topic, and demonstrates some neatness & creativity	(6 pts.) 5, 4, or 3 Slides has little relevance to the topic, creativity, neatness, or visibility	(3 pts.) 2 or 1 Slides has no relevance to topic, lacks creativity & neatness, and isn't easily visible
Rough Draft	Rough Draft complete and turned in	Rough Draft almost complete	Rough Draft half complete or less	Rough Draft only have a few slides answered
TOTAL 52 Points				
52-47 = A 46-42 = B 41-37 = C 36-32 = D 31 - 0 = F				