

8<sup>th</sup> Grade Career Week Job Shadow Form  
Thursday, May 14, 2015      Barker Middle School

***EIGHTH GRADE JOB-SHADOW SITE VISIT FORM, PAGE 1 OF 4***

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

The job being explored: \_\_\_\_\_

My host for this visit: First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address of my host: Business Name: \_\_\_\_\_

Business or Personal Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_  
(Host's Signature)

**Students: Answer the following questions using complete sentences.**

1. What product (or services) does this job provide?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Who are the major customers of these products (or services)?

\_\_\_\_\_  
\_\_\_\_\_

3. If I worked at this job, what would I do?

\_\_\_\_\_  
\_\_\_\_\_

4. What tools or equipment would I use on this job?

\_\_\_\_\_  
\_\_\_\_\_

**EIGHTH GRADE JOB-SHADOW SITE VISIT FORM, PAGE 2 OF 4**

5. Does this job require any of the following? (check all that apply)

\_\_\_\_\_ a high school education      \_\_\_\_\_ vocational training  
\_\_\_\_\_ a college degree      \_\_\_\_\_ a graduate degree

6. Does this job require additional or continual professional or technical training? If so, is the training provided by the company?

\_\_\_\_\_  
\_\_\_\_\_

7. What school subjects would help me prepare for this job?

\_\_\_\_\_  
\_\_\_\_\_

8. What is the proper attire for this job?

\_\_\_\_\_

9. What are the normal working hours for this job?

\_\_\_\_\_

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

\_\_\_\_\_

11. What is the average beginning yearly salary for this position or the beginning hourly wage?

\_\_\_\_\_

\_\_\_\_\_

12. What is the average top yearly salary for this position or the top hourly wage?

\_\_\_\_\_

13. What are ways to increase your base salary? (commission, incentives, etc.)

\_\_\_\_\_

14. What employee benefits does this job have? (insurance, retirement, etc.)

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

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

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17. Describe the work atmosphere. (clean, comfortable, friendly, etc.)

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

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19. Write a complete description of your activities during your job shadowing experience.

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20. What did you learn about the job?

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

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22. What did you like best about the job?

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23. What did you not like about the job?

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

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**JOB SHADOWING FOLLOW-UP**

*Student must have job-shadowed and filled out this  
SITE VISIT FORM. This report will be turned in on*

**Friday, May 15, 2015**

## Oral Presentation Rubric : Job Shadow Presentation

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

CATEGORY	4	3	2	1
<b>Preparedness</b>	Student is completely prepared and has obviously rehearsed.	Student seems pretty prepared but might have needed a couple more rehearsals.	The student is somewhat prepared, but it is clear that rehearsal was lacking.	Student does not seem at all prepared to present.
<b>Content</b>	Shows a full understanding of the job.	Shows a good understanding of the job.	Shows a good understanding of parts of the job.	Does not seem to understand the job very well.
<b>Stays on Topic</b>	Stays on topic all (100%) of the time.	Stays on topic most (99-90%) of the time.	Stays on topic some (89%-75%) of the time.	It was hard to tell what the topic was.
<b>Posture and Eye Contact</b>	Stands up straight, looks relaxed and confident. Establishes eye contact with everyone in the room during the presentation.	Stands up straight and establishes eye contact with everyone in the room during the presentation.	Sometimes stands up straight and establishes eye contact.	Slouches and/or does not look at people during the presentation.
<b>Speaks Clearly</b>	Speaks clearly and distinctly all (100-95%) the time, and mispronounces no words.	Speaks clearly and distinctly all (100-95%) the time, but mispronounces one word.	Speaks clearly and distinctly most (94-85%) of the time. Mispronounces no more than one word.	Often mumbles or cannot be understood OR mispronounces more than one word.
<b>Volume</b>	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 the time.	Volume often too soft to be heard by all audience members.

<b>Enthusiasm</b>	Facial expressions and body language generate a strong interest and enthusiasm about the topic in others.	Facial expressions and body language sometimes generate a strong interest and enthusiasm about the topic in others.	Facial expressions and 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.
<b>Time-Limit</b>	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
<b>Listens to Other Presentations</b>	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.
<b>Visual Aid (*worth triple points)</b>	Visual Aid is neat, easily visible, relevant to topic, and demonstrates creativity. (12)	Visual Aid is relevant to topic, visible and demonstrates some creativity and neatness. (9)	Visual Aid has little relevance to topic, creativity, neatness, or visibility. (6)	Visual Aid has no relevance to topic, lacks creativity and neatness, and isn't easily visible. (3)

Presentation Total: \_\_\_\_/48 points

Job Shadowing Packet: \_\_\_\_/24 points

\*-1/2 point deduction for each question answered with an incomplete sentence.

\*-1 point deduction for each question left unanswered.