

## **ROCK HILL SCHOOLS SHADOWING WORKSHEET**

**This worksheet must be returned to your Career Counselor, along with the thank you note, the day after you shadow. Failure to do so will result in an absence.**

- **What are the responsibilities of your department?**
  
- **What are your responsibilities?**
  
- **What type of education would you recommend for this position?**
  
- **What other people do you work most closely with? Their positions/responsibilities?**
  
- **How are computers and technology used in your job?**
  
- **What do you find most difficult/stressful?**
  
- **What type of characteristics are important for this job?**
  
- **How did you decide on this type of work?**
  
- **What is the typical starting salary for this position?**
  
- **What advice can you give me if I am interested in this career field?**

\_\_\_\_\_ **has successfully completed a job shadow with me.**  
Student Name

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Phone

## **ROCK HILL SCHOOLS SHADOWING THANK YOU NOTE GUIDELINES**

Note should contain the following information:

1. Dear \_\_\_\_\_
2. Thank you for allowing me to shadow on \_\_\_\_\_ (date).
3. 3 specifics about what you remember from the day. (What you learned)
4. Another general “thank you” for the day.
5. Sincerely, \_\_\_\_\_ (your name).

Did you?

- \_\_\_\_\_ Type or write in ink on unlined paper
- \_\_\_\_\_ Use correct grammar, punctuation
- \_\_\_\_\_ Sign the note
- \_\_\_\_\_ Place in unsealed envelope
- \_\_\_\_\_ Addressed to the employer
- \_\_\_\_\_ Included your return address
- \_\_\_\_\_ Put a stamp on the envelope

**The career counselor will review your thank you note and, once approved, mail it for you.**