**Job Shadow Employee Host Evaluation (To be completed by each employee host with a copy to the individual who gave permission to host a job shadow)**

Thank you for taking the time to host student(s) at your place of work. Your support of this program provides students with opportunities to make better decisions about their future careers. Your feedback is valuable to ensuring high quality job shadow experiences in the future. Please take a few minutes to complete this form and return it to (name and email address) at your earliest convenience.

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| Your name: | Phone number: |
| Title: | Email: |
| Organization: | Student name(s): |
| Date of job shadow: |  |

Please evaluate the student in each of the following areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PUNCTUALITY | | | | |
| Reported at appropriate time | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Departed at appropriate time | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| PROFESSIONAL APPEARANCE | | | | |
| Dressed appropriately | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Well-groomed | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| PROFESSIONAL CONDUCT | | | | |
| Confirmed appointment prior to job shadow | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Behaved professionally at worksite | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| COMMUNICATION | | | | |
| Related well to host and others | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Asked appropriate questions | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Demonstrated interest | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| OVERALL EVALUATION | | | | |
| Student seemed to benefit | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |
| Job shadow host experience | Exceeded Expectations | Met Expectations | Below Expectations | Not Applicable |

Would you be willing to host another student in the future? YES NO

Please use the rest of this page for comments on what worked well in the job shadow experience or suggestions for improving our job shadow program.

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