

Job Shadow and Presentation Evaluation Form

Name: _____ Class Period: _____

Work Place Site: _____ Supervisor: _____

Requirements:

- 1. Set-Up: 2 Minutes
- 2. Presentation 5 Minutes
- 3. Interview (Q&A) 3 Minutes
- 4. Clean Up: 0 Minutes

RATING SCALE:

Rating = 0 Not Demonstrated	Rating = 1 Rework	Rating = 2 Good	Rating = 3 Very Good	Rating = 4 Outstanding
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EVALUATION CRITERIA

***Multiplier**

****Circle One**

A. JOB SHADOW SETUP 1. Student and parent demographics 2. Biography 3. Resume 4. Thank you letter draft 5. Advance contact to business	25x	0	0.5	1.0	1.5	2.0	2.5	3.0	3.5	4.0
B. JOB SHADOW PERFORMANCE 1. Professionalism (attire, attendance, communication) 2. Positive feedback from workplace supervisor 3. Thank you letter sent	45x	0	0.5	1.0	1.5	2.0	2.5	3.0	3.5	4.0
C. PRESENTATION & Q&A 1. Readability and appropriate use of graphics/slides and/or videos 2. Conclude presentation within allocated time period 3. Presentation flow (lack of transition 'dead' spots) 4. Knowledgeable responses to evaluator questions	15x	0	0.5	1.0	1.5	2.0	2.5	3.0	3.5	4.0
D. STUDENT'S JOB SHADOW DOCUMENTATION 1. Daily journal 2. Job Shadow Experience Sheets one per staff observed	15x	0	0.5	1.0	1.5	2.0	2.5	3.0	3.5	4.0

*The boxed point value shown indicates relative weight of evaluation category.

**Circle your rating in the shaded area. Fractional ratings in increments of 0.5.

The circled ratings will be put into a computer program that will apply the point values and calculate the score.

Evaluator _____

Date _____

Source: Papillion LaVista Job Shadow Guide PL STEM Academy

Job Shadow Guide PL STEM Academy document was adapted with permission from the Wisconsin Department of Public Instruction: Job Shadow Guide.

2015 <http://cte.dpi.wi.gov/sites/default/files/imce/cte/pdf/jobshadow.pdf>

Rubrics based on and modified to prepare our students for their senior SAME SMP Project. <https://sites.google.com/site/samesmp/>