

**JOB SHADOW EMPLOYER EVALUATION  
LINDSAY HIGH SCHOOL**

Thank you for hosting a student at your workplace. We would like to provide the most positive experience possible for both employers and our students. Therefore, please take a few moments to share your assessment of the experience. Your input of the job-shadowing experience and the student who shadowed you will be very valuable as we seek to improve the senior project job-shadowing activity.

Name Joseph Hinojos Phone (505) 510-2511  
 Company/Organization LINDSAY POLICE DEPT.  
 Address 185 N. GALE HILL  
 Student Name Vanessa Reyes Date of Shadow Sep. 1, 2016

Please rate the student, using the following scale, by circling the appropriate number:  
 4 – exceeds expectations; 3 – meets expectations; 2 – below expectations, 1 – unacceptable

**Student Readiness**

<u>4</u> Arrived on time	<u>4</u>	3	2	1
<u>4</u> Displayed Enthusiasm and interest	<u>4</u>	3	2	1
<u>4</u> Appeared clean and well-groomed	<u>4</u>	3	2	1
<u>4</u> Wore appropriate clothing	<u>4</u>	3	2	1
<u>4</u> Showed appropriate behavior at work site	<u>4</u>	3	2	1
<u>4</u> Asked appropriate questions	<u>4</u>	3	2	1
<u>4</u> Demonstrated good listening skills	<u>4</u>	3	2	1

**Business Ratings**

<u>4</u> You were satisfied overall with experience	<u>4</u>	3	2	1
<u>4</u> Your objective was achieved	<u>4</u>	3	2	1
<u>4</u> You would recommend student for a similar experience	<u>4</u>	3	2	1
<u>4</u> You were satisfied with student knowledge about the business or organization	<u>4</u>	3	2	1

Would you be able to host another Lindsay High School student? YES  
 Are you able and willing to host a bilingual student? YES

Do you have any suggestions for improving the job-shadow experience for students?  
NO

Joseph Hinojos Employer Signature Date: 9-1-16  
Vanessa Reyes Student Signature Date: 9/1/16

## JOB SHADOW: INTERVIEW QUESTIONS LIST

You must choose 10 questions to ask your job shadow employee during an interview. Feel free to choose 10 from the list below, to adapt them to fit your job shadow, or to create your own questions. Write them down on the Job Shadow Interview Worksheet.

1. What qualities does a person need to possess to be in this type of position?
- ✓ 2. What training or education is required for this type of work?
3. How do you see jobs in this field changing in the future?
4. How much flexibility do you have in terms of dress, hours of work, vacation, etc.?
5. What professional organizations would help me to meet people in this field and learn more about it?
6. What are the basic prerequisites for jobs in this field?
7. What formal or on the job training does the organization provide?
8. Do you work a lot of overtime?
9. How well did your college experience prepare you for this job?
10. What is the employment outlook for the career?
- 11. What inspired you to choose your career?
- 12. What school(s) did you attend? Are there any schools you recommend?
13. What was the most influential moment when you were in college?
- 14. How has your career affected your life?
15. How does the economy affect your job?
- 16. What are some key factors and skills needed in your line of work?
- 17. What advice do you have for a person aspiring to enter your career field?
18. Do you take work home?
19. Are there any necessary credentials for your line of work?
- 20. How important are grades/GPA for obtaining a job in this field?
- 21. How did you get started in this field?
- 22. What is the most rewarding part of your job?
- 23. What is the most challenging part of your job?
24. What entry-level jobs are there in your field or with your company?
25. What opportunities for advancement are there for this field?

Student Name: Vanessa Reyes

## JOB SHADOW: INTERVIEW WORKSHEET

This form must be completed during and after the job shadow. **Your final version, complete with responses from your employer must be typed, saved, and uploaded to your senior website.**

**Directions:** This form is to be completed by students prior to their release to shadow and interview someone in the community for their senior project.

Person to be interviewed: Joseph Hinojos Phone (659) 562-2511  
Job Title police officer  
Business Lindsay Police Department  
Place of interview (specific city/street address) \_\_\_\_\_  
Date and time of the interview 9/1/16 9am-1pm  
Estimated length of interview 4 hours

Briefly state the nature and purpose of this experience and list the objective you hope to accomplish during the job shadow and interview

Question 1: What training or education is required  
Response: (Post police officer standard training)  
All officers need to be approved by  
P.O.S.T

Question 2: What inspired you to choose your career?  
Response: Found it interesting when I  
was at a job fair in high school.

Question 3: What school did you attend? Recommend any?  
Response: Went to C.O.S and then  
transferred to Fresno state.

Question 4: How has your career affected your life?

Response: Not spending enough time with family.

Question 5: What are some key factors & skills needed?

Response: Well you just need your diploma and be approved by the POST

Question 6: What advice do you have for a person

Response: Finish school, get your degree, join military

Question 7: How important are grades for obtaining a job?

Response: They are important, if you have anything below B average you get kicked off.

Question 8: Most rewarding part of your job?

Response: Get to make a difference and save lives.

Question 9: How did you get started in this field?

Response: Took a test and passed, then went to a 6 month academy.

Question 10: What is the most challenging part of your job?

Response: Every January 1 new laws are released, we need to study and deal with them.