

TEACHER RECOMMENDATION FOR JOB SHADOW

2021-2022

Student's Name _____

The student listed above is interested in pursuing a job shadow opportunity. Please answer the questions below and indicate if you would recommend this student for a job shadow.

Please feel free to reach out if you have questions.

Thank you for your time,

Katie Garvin, Career Coordinator

DIRECTIONS: PLEASE CHECK OFF "YES" OR "NO" IF YOU THINK THE STUDENT CAN FULFILL THE FOLLOWING RESPONSIBILITIES.

1. Yes ___ No ___ make a commitment to attend the job shadow on the scheduled date and time.
2. Yes ___ No ___ complete and return necessary forms on time?
3. Yes ___ No ___ make a good first impression?
4. Yes ___ No ___ dress appropriately, be mature, professional, and enthusiastic?
5. Yes ___ No ___ adhere to rules of conduct that exist while in school during job shadow?
6. Yes ___ No ___ seek needed information by asking questions?
7. Yes ___ No ___ compose and send a personalized thank you letter within three days of the job shadow experience?

Additional Comments:

_____ I recommend this student for a job shadow.

_____ I do NOT recommend this student for a job shadow.

Teacher's Name: _____

Teacher's Signature: _____ Date: _____