

*This document is completed prior to job shadowing start date, and a copy is provided to your AC.*

## **Job Shadowing Work Study Program: Worksite Expectations**

### **Upward Bound**

**This form provides a set of questions that should be answered in an interview format—the student interviewing the professional. You will complete this form, asking the questions listed and providing an answer for each question on the form.**

**Who is my contact person?** \_\_\_\_\_

**What is their phone number?** \_\_\_\_\_

**Is this who I call with questions/concerns/scheduling issues?** Yes \_\_\_\_ No \_\_\_\_

**What are your expectations of me?**

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**What are my responsibilities and duties?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**How will I be evaluated?**

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**How often will I be evaluated?**

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**Who will I be working with?**

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**What is the dress code?**

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**If I cannot make it to my scheduled time to work, when should I call to let you know?**

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**Are there special rules to which I should be aware?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Is there anything else that I should know about your organization?**

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**Describe any of your current and past participation in mentoring, volunteer, and community involvement activities. What benefits do you hope Upward Bound students will realize from working with your organization? (Attach additional pages if necessary.)**

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**\*\*\*I agree to serve as the site contact for the Upward Bound Job Shadowing Program. As a site coordinator, I will be in charge of the organization, follow through, and monitoring of the student's experience. I will also be in charge of assessing the student's performance and dictating the hours worked.\*\*\***

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**Signature of Professional**

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**Date**

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**Signature of Student**

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**Date**

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