**JOB SHADOWING EXPERIENCE**

**Observation of Work Environment**

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| **Job Location** |  | **Job Title** |  |

One of your responsibilities today is to observe as much as possible about the work environment you are visiting. You probably will notice that there is much more to a workplace than delivering a product or providing a service. Respond to the following about what you observed while job shadowing.

1. Describe the clothing people wore.

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1. Did everyone wear the same attire?

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1. How did people treat one another?

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1. Did everyone have the same work space?

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1. Describe the items that were in the work space.

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1. How did people greet one another?

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1. How did people answer the phone?

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1. What kind of interaction did you observe between employees?

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1. What kind of interaction did you observe with customers?

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1. Was there a lunch/break room?

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1. Describe the overall environment. (Loud, busy, lots of people, etc.)

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Write down any additional observations in the space below.

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