

AFFILIATE OF



**MUSKINGUM VALLEY HUMAN RESOURCE
MANAGEMENT ASSOCIATION**



Student Job Shadowing Application Form

Name: _____ Date: _____

Home Address: _____

Telephone: () _____ E-mail address: _____

Name of School: _____ College or Department: _____

School Location: _____ Telephone: () _____

School Major: _____ Expected Graduation Date: _____

Please mark applicable areas of human resources you would like to job shadow?

____ Recruiting ____ Diversity & EEO ____ Employee Relations

____ Staffing ____ Compensation & Incentives ____ Labor Relations

____ Employment ____ Benefits ____ Health & Safety

____ Outplacement ____ HR Administration ____ HRIS

____ Training & Development ____ Organizational Development/Change

____ Career Development ____ Employee Performance Appraisal

____ Other? Please explain: _____

Please mark how much time you wish to contribute to the job shadowing opportunity:

2 Hours ____ 4 Hours ____ 1 Day ____ Other arrangements? Please indicate: _____

Please indicate timeframe you wish to contribute to the job shadowing opportunity:

January – March ____ April – June ____ August – September ____ October – December ____

Please explain any limitation or special accommodations required of a job shadowing opportunity: _____

Return to Jamie Clark, Education Advocate, Muskingum Area Technical College, 1555 Newark Road, Zanesville, Ohio 43701, or e-mail: jclark@matc.tec.oh.us.