



## COMPANY FACT SHEET

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Company Name

Mentor Name

Mentor Address

City

State

Zip Code

Phone

Fax

Email

Types of Occupations Found within Company (may list up to 10)

Number of Employees

Year Established

Number of Locations

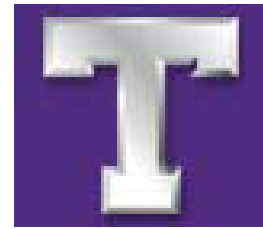
Brief Company History

Product(s) Manufactured/Services Rendered

Brief Company Philosophy



## SHADOWING SPECIFICS



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*The following is a list of items that need to be addressed before the student arrives at your place of business. Please give as much detail as possible.*

What attire is considered appropriate for the student?

My business will provide lunch for the student.      Yes      No

Does the student need to be aware of any company policies?      Yes      No

If yes, please explain

What business telephone number should be used in case of an emergency?

Directions to business location:

Where should the student park?

Which entrance should be used?

Date of "Shadowing" event:

What time should the student arrive?

Where should they report?

Additional information that the student should know before arriving:

**Thank you for your dedication and support of our future workforce!**