

## Shadowing Evaluation Questionnaire – Guest

\*Guest is the person doing the shadowing

<b>Name</b>		<b>Date</b>	
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Please complete, tick or delete as appropriate in response to the following questions:-

<b>1.</b>	<b>How did you find out about the shadowing programme? (Please tick)</b>		
	<b>Publicity about the programme</b>		
	<b>Line Manager suggested I participate</b>		
	<b>Heard from a colleague</b>		
	<b>Previous experience of shadowing</b>		
	<b>Other (please specify)</b>		
<b>2</b>	<b>What was the role you shadowed, and was the role as you expected it to be?</b>		
	<b>Yes</b>		
	<b>No</b>		
	<b>Comments</b>		
<b>3.</b>	<b>How does your shadowing experience link to your performance &amp; development review objectives?</b>		
	<b>Comments</b>		
<b>4.</b>	<b>What are the three most important things you learned from the experience?</b>		
<b>5.</b>	<b>How do you plan to apply your learning in your job?</b>		
<b>6.</b>	<b>How confident are you that you will be able to apply what you have learned?</b>		
	1 = not at all confident		10 = Extremely confident
	0	1	2
	3	4	5
	6	7	8
	9	10	

7	<b>What barriers do you anticipate you might encounter as you attempt to put these new skills into practice?</b>
8	<b>What ideas do you have for overcoming the barriers you identified?</b>
9	<b>Did you experience any difficulties during your time on the shadowing scheme?</b>
10	<b>Do you have any suggestions for improving the shadowing scheme?</b>
11	<b>Thank you for taking the time to complete this questionnaire. Please use the remaining space for any comments you wish to make.</b>

Please return to Mandy Baughurst, L&D Advisor, Room 600, County Hall, Glenfield.

## Shadowing Evaluation Questionnaire – Host

\*Host is the name of the person being shadowed

<b>Name</b>		<b>Date</b>	
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Please complete, tick or delete as appropriate in response to the following questions:-

<b>1.</b>	<b>What are the key benefits that you have gained from participating on the shadowing scheme and how will these impact on your job role?</b>		
	<b>Comments:</b>		
<b>2.</b>	<b>Did you experience any difficulties in the shadowing scheme?</b>		
	<b>Yes</b>		
	<b>No</b>		
	<b>Comments:</b>		
<b>3.</b>	<b>Do you have any suggestions for improving the shadowing scheme?</b>		
	<b>Yes</b>		
	<b>No</b>		
	<b>Comments:</b>		
<b>4.</b>	<b>Would you be willing to be a host for someone else on the shadowing scheme?</b>		
	<b>Yes</b>		
	<b>No</b>		
	<b>Comments:</b>		
<b>5.</b>	<b>Thank you for taking the time to complete this questionnaire. Please use the remaining space for any comments you wish to make.</b>		

Please return to Mandy Baughurst, L&D Advisor, Room 600, County Hall, Glenfield.