



# CEO FOLLOW-UP REPORT

Name \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Current Mailing Address \_\_\_\_\_  
Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Title \_\_\_\_\_  
Job Location (room, division, etc.) \_\_\_\_\_  
Your Job Title \_\_\_\_\_ Dates you will be working \_\_\_\_\_  
Salary \_\_\_\_\_ Number of hours/week \_\_\_\_\_  
Have you worked with this employer before? \_\_\_\_\_

Briefly describe your position. \_\_\_\_\_  
\_\_\_\_\_

What are your general impressions of your job and worksite? \_\_\_\_\_  
\_\_\_\_\_

Is the work you are doing related to your major or career field? Explain. \_\_\_\_\_  
\_\_\_\_\_

Has your supervisor conducted a formal or informal orientation, which included a tour of the worksite, introduction to co-workers, review of policies and procedures and familiarization with the organizational structure, philosophy and culture? \_\_\_\_\_  
\_\_\_\_\_

How do you relate with your supervisor? your fellow workers? \_\_\_\_\_  
\_\_\_\_\_

General comments \_\_\_\_\_  
\_\_\_\_\_

This form and the Learning Objectives form should be sent to the CEO Office no later than two weeks after beginning your assignment. Mail or fax them to: CEO, The Career Center, University Center, 4th Level, Florida State University, Tallahassee, FL 32306-2490.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date