

WHAT IS A JOB SHADOW?

The goal of a Job Shadow is to get more perspective about a field you are interested in.

A Job Shadow involves spending time with an employee at their worksite:

- Observing daily activities
- Asking questions about the job and industry
- Performing hands-on tasks (when appropriate)

A job shadow gives a student a meaningful introduction to the world of work and provides a context for understanding the connection between school learning and career application.

More specifically, job shadows can help people:

- Learn if a career interest is really appropriate for them
- Understand what a day-in-the life of a particular job is like
- Develop and apply communications skills by interacting with and interviewing workers
- Realize that different jobs are characterized by different work cultures
- Determine if a working environment is compatible with who they are
- Gain awareness of the academic, technical, and personal skills required by particular jobs
- Begin to understand the connection between school, work, and achieving goals
- Generate leads for additional opportunities including more job shadows, informational interviews, volunteer opportunities, internships, or paid work.

JOB SHADOW PROCESS:

1. Talk to your school or career counselor about a job you are interested in, if you have any ideas of places you want to visit, you should tell them that too.
2. Complete or provide access to a resume or letter that explains your interest, why you want to do a job shadow, and when is a good time for you.
3. Once your counselor has confirmed your job shadow host, you should do some research about the business and prepare some questions to ask at the job shadow; the “talking about your work” section at the end of this packet can help.
4. Make sure you have given one copy of the permission form to the school and bring one with you to the job shadow.
5. After your job shadow, you should meet with your counselor for help with writing the thank you note and to submit your reflection sheet and other materials.

JOB SHADOW CHECKLIST

Student's Career Interest(s): _____

Potential Job Shadow Sites: _____

Facilitator:

- ☐ Send resume/cover letter/request
- ☐ Confirmed Date & Time of Job Shadow

Date Done: _____

Date Done: _____

Student:

- ☐ Create a list of questions and submit to facilitator
- ☐ Return parent permission form to school
- ☐ Copy permission form to bring to shadow

Date Done: _____

Date Done: _____

Date Done: _____

*** Plan for food and proper clothing:**

AFTER JOB SHADOW:

- ☐ Turn in job shadow questions/answers to facilitator
- ☐ Complete job shadow reflection
 - ☐ Submit to facilitator
- ☐ Complete job shadow evaluation
 - ☐ Submit to facilitator
- ☐ Send thank you email or note to job host

Student Questions

Using the Talking about Your Work guide, your company research, and your own curiosity, develop 5-8 questions to ask your work site host.

~ INSTRUCTIONS FOR STUDENTS ~

Appropriate behavior at the workplace is important whether you are participating in a job shadow or are a permanent employee. The following tips will help you have a successful experience at the worksite:

1. Show up on time – arrive 10-15 minutes early!
2. If you are sick or having a problem, call your host AND the school immediately to inform them you will be late or unable to attend.
3. Dress appropriately, be polite, and make a good impression for yourself and the school.
4. When you arrive, introduce yourself and ask for the person you will be shadowing. While you are introducing yourself to your host, shake his/her hand.
5. Listen carefully and observe.
6. When you don't understand what you are observing or being told, ask questions. Also, note the answers you get for your assignment sheet.
7. Make an effort and do your best at all times.
8. Demonstrate good manners and language. Do not chew gum. Use friendly smiles and bring an enthusiasm for learning.
9. SHAKE YOUR MENTOR'S HAND AND THANK HIM/HER.
10. Follow up with a thank you note – ideally within 48 hours.

POST JOB SHADOW REFLECTION

Now that you have completed your job shadowing experience, take some time to think about your experience.

1. Describe the job site you visited.
2. What type of work activities did you observe during your job shadowing experience?
3. What did you like best about your job shadowing experience?
4. What did you like least about your job shadowing experience?
5. What surprised you most about what you observed, heard, did and/or learned?
6. Would you consider a career in the career area you visited? Why or why not?
7. If you wanted to have the job you visited, what might you do to prepare in the next five years, both in high school and afterwards?

SAMPLE THANK YOU LETTER

Using the model below, draft a thank you letter to your host.

Your Full Name

Your street address or PO Box

Town, State, Zip Code

Date (month, day, year)

Company Contact (first & last) Name, Title

Name of Company

Street Address

City, State, Zip Code

Dear (Mr. or Ms. + host's last name):

Paragraph 1: Thank your host for the opportunity to do the shadow.

Paragraph 2: Describe some of the things you learned as a result of the shadow experience.

Paragraph 3: Add any additional comments you have.

Sincerely,

(Sign your name – in pen.)

Type your full name

Email address

Phone number

JOB SHADOW HOSTS: TALKING ABOUT YOUR WORK

(Students, use this list to help you generate some questions for your host.)

Job shadow hosts often ask, “What do I have to offer?” The answer: THE WISDOM OF EXPERIENCE. If you’ve ever said, “If I had only known then what I know now...” this is your opportunity to share those gems of wisdom.

Tell students what you personally get from your job and why you chose your line of work.

Talk about the other people you work with and how your job relates to the community, who depends on your work and why. Mention other people in the community who do similar kinds of work. Here are some examples of things students may ask you about.

JOB ENTRY

- How you got started in this job
- Other jobs you have held
- Skills you already had that you use now; how you acquired them

WHAT YOU DO

- Job description:
- Major tasks, sub tasks
- Equipment or tools you use
- Description of your typical day
- What you like and dislike about the job
- What you would change if you could

WHAT YOUR WORK IS LIKE

- Working hours, Salary range, fringe benefits
- Communication skills you use—reading, writing, and speaking
- Kinds of thinking you do (critical thinking, problem solving, decision making)
- History of this kind of work
- Why you chose this type of work
- Underlying attitudes and values important to your job
- Interpersonal skills you find most important and why

HOW IT AFFECTS YOUR PERSONAL LIFE

- Family time
- Leisure time
- Job-related skills you use
- Related Jobs/products/industries
- Where else in the community your kind of work is done
- Government regulations affecting your work

THE FUTURE IN YOUR FIELD

- Opportunities for advancement
- Employment projections; effects of technology and new knowledge on your work
- Effects of the country’s economic condition on your job
- Other jobs you could do with the same skills

PARENT/GUARDIAN JOB SHADOW PERMISSION FORM

My son/daughter has permission to participate in the following job shadow, a work-based learning experience.

Student Name: _____

Date and times of Job Shadow: _____

Work Site: _____

Work Site Host: _____

Work Site Phone # _____

In Case of Medical Emergency:

Parent/Guardian's Name: _____ Phone: _____

Other Emergency Contact Person Name: _____ Phone: _____

Family Physician: _____ Phone: _____

List Any Medication: _____

Allergies? _____

Other things to be aware of: _____

Name of Medical Insurance Carrier: _____

The undersigned authorizes and directs any medical or surgical care including anesthesia, laboratory x-rays and other procedures necessary in the emergency medical care of the above named minor during the work-based learning experience.

A job shadow day is a school activity. Students shall therefore abide by all

_____ rules, practices, and agreements at all times. Students are responsible for completing make-up work from missed classes as per _____ policy. Students shall dress in accordance with high school dress code policy at minimum and will abide by workplace norms or requests regarding attire.

The undersigned understands there is an inherent risk in participating in community and work-based learning activities and agrees to hold harmless both the school district and the learning site for any accidents or injuries occurring during placement.

Transportation:

Participation in the program is voluntary. The school is not directly supervising, controlling, or providing the student's transportation. We understand that some learning/work sites may require travel to and from the site. We agree to the following travel plan:

Arrival time & method: _____

Departure time & method: _____

I have read and understand the responsibilities and policies involved in the job shadow program.

Student Signature: _____ **Date:** _____

I, as parent or legal guardian of the above-named student, hereby agree to the conditions of participation in the job shadow program.

Parent/Legal Guardian Signature: _____ **Date:** _____