**COLLEGE & CAREER AWARENESS**

**JOB SHADOW PACKET**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Period: \_\_\_\_\_\_

Score: \_\_\_\_\_\_\_/100

**WHAT IS A JOB SHADOW?**

**Job Shadow:**

A job shadow is a structured career exploration activity in which students play an active role in learning. The student or groups of students observes an employee at the work site to gain valuable career information. Job shadowing activities typically last from one to six hours.

**During the Job Shadow Experience the Student Will:**

1. Observe a range of activities performed on the job.
2. Receive information about possible future career interest.
3. Gain an insight into the academic, technical, and personal skills needed for a particular occupation.
4. Understand the connection between school and work.

**Student Eligibility:**

1. Meet school guidelines for participation.
2. Obtain appropriate permission from the school and parent.

**The Student Will:**

1. Obtain parental and teacher permission to attend.
2. Dress appropriately for the situation/site.
3. Follow the safety guidelines.
4. Use transportation approved and/or provided by parent or guardian.
5. Show honesty, punctuality, a cooperative attitude, proper grooming, and a willingness to learn.
6. Ask relevant and thoughtful questions prepared in advance.
7. Confirm the date, time and place of job shadow.

**The Employer Will:**

1. Orient the student and provide safety guidelines.
2. Confirm the date, time, place, and details with the school or student.
3. Notify co-workers of the student visit and encourage the sharing of career experience.
4. Inform the school or student of any required safety clothing or equipment.

**Employer Job Shadow Tips:**

1. Include the student in normal work activities.
2. Share career field development.
3. Explain how the department/job relates to the organization.

**The CTE-Intro Teacher Will:**

1. Obtain complete forms.
2. Evaluate the effectiveness of the experience.

**CHECKLIST FOR JOB SHADOW STUDENTS**

**BEFORE**

1. Review the job shadow information packet.
2. Arrange the job shadow experience.
   1. Call potential job shadow site.
   2. Explain to the business that you would like to job shadow for one day.
   3. Receive confirmation verbally.
   4. Send job shadow employer agreement form to employer for their signature as the job shadow supervisor.
   5. Call employer and confirm date and time to meet adult mentor prior to the job shadow experience. Ask employer to return job shadow employer agreement form if they have not already.
   6. Ask mentor about appropriate dress for the job shadow experience.
   7. Thank them!
   8. Complete and turn in job shadow release agreement and job shadow employer agreement no later than **one week prior** to job shadow experience.

**DAY OF**

1. Show up on time. Plan to arrive about 10 to 15 minutes early.
2. Keep this in mind when you arrive:
   1. Shake hands.
   2. Maintain eye contact.
   3. Remember to thank your mentor verbally.
3. Take lunch money or a home lunch with you. Your mentor may or may not provide lunch for you.
4. Ask your adult mentor to fill out the adult mentor evaluation form. You need to bring this back to school with you.

**AFTER**

1. Complete and turn in the following forms to your teacher the next class period:
   1. Student Job Shadow Interview Questions
   2. Student Evaluation Form
   3. Adult Mentor Evaluation Form
   4. Job Shadow Reflection Sheet
   5. Thank you note

**STUDENT TIPS**

**INSTRUCTIONS FOR PARTICIPATING IN A JOB SHADOW**

1. Dress appropriately for the career site.
2. Every moment may not be excitement and thrills. Remember, you are there to see all aspects of the career, which often includes the dull sides.
3. Ask appropriate questions to find out as much as possible about: the career, education needed, what entry level jobs to expect, how many hours per week you would work, salary ranges, benefits and anything else you want to know.
4. Keep in mind that this is a great opportunity to learn as much as possible about the career as well as the job site. Don’t be shy with questions; the business people will expect you to ask many things.
5. Above all, have fun and enjoy this valuable experience.

**TELEPHONE GUIDE**

**If you do not know the name of an adult mentor at your job shadow site, you may wish to begin the telephone conversation like this:**

“Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am a student and I am interested in arranging a job shadow opportunity with your company. I would like to speak with the person in your company who is responsible for making these arrangements.”

**If you know the adult mentor, then your conversation may begin like this:**

“Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_. I am a student and I am calling to make arrangements with you to job shadow you at your place of work on (date). I would like to see what you do at your work place and learn more about your company and your specific job. I have an assignment to have you sign a Job Shadow Employer Agreement form prior to the job shadow activity. May I mail or fax it to you?”

**The telephone conversation should also include the following:**

1. Agree upon the date, time, and place to meet.
2. Discuss the appropriate dress required for the workplace.
3. Discuss lunch. Will you need money or a home lunch?

**STUDENT**

**JOB SHADOW INTERVIEW QUESTIONS**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period\_\_\_\_\_\_\_\_ Score:\_\_\_\_\_\_/20

Name of person interviewed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is the name of your job?
2. How long did it take to learn your job?
3. Did you have to finish high school to get this job?
4. Did you have to go to college?
5. Do you wear a uniform?
6. Do you like your work?
7. Would you like to continue to do this kind of work?
8. What do you like the best about your job?
9. What do you like least about your job?
10. If you got a different job, what would you like it to be?

**STUDENT**

**JOB SHADOW EVALUATION FORM**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period:\_\_\_\_\_\_ Score:\_\_\_\_\_\_/20

Job Shadow Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students, please take a few minutes to evaluate your job shadow experience and return this form to your teacher.

**Please check the response you feel best represents your experience on this job shadow.**

Key: 5-Strongly Agree 4 -Agree 3-Undecided 2-Disagree 1-Strongly Disagree

1. The employer/adult mentor was 5 4 3 2 1

knowledgeable about the subject matter.

1. The job shadow was interesting. 5 4 3 2 1
2. The information relates to what I do in school. 5 4 3 2 1
3. The job shadow lasted the right amount of time. 5 4 3 2 1
4. This was a good use of my time. 5 4 3 2 1

**Free Response: Please give a brief response to the following questions or statements.**

1. What went well during your job shadow experience?
2. What did you like most about this job shadow?
3. What did you like least about this job shadow?
4. What was the most important thing you learned today?
5. Give any other comments you would like to make about your job shadow experience.

**EMPLOYER/ADULT MENTOR**

**JOB SHADOW EVALUATION FORM**

***Please return this form with the job shadow student.*** Score:\_\_\_\_\_/20

Name of Job Shadow Employer/Adult Mentor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Employer/Adult Mentor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City and Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Business\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for participating in our job shadow experience. This has been a very worthwhile opportunity for our students and teachers because of such great business partners who are willing to partner with education. Would you please give us some feedback on the job shadow experience. We would like to use your input to strengthen the experience for both students and employers.

1. What would you suggest to improve this experience for you and your business?
2. What would you suggest to improve this experience for the student?
3. List any other comments.
4. Would you be interested in participating in any of the following activities?
   1. Career Fair Presenter yes no if yes, which industry\_\_\_\_\_\_\_\_\_\_\_\_
   2. Classroom Career Speaker yes no if yes, which topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for your comments!**

**STUDENT**

**JOB SHADOW REFLECTION SHEET**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period:\_\_\_\_\_\_ Score:\_\_\_\_\_\_/20

1. What is one thing you learned in your job shadow experience that relates to your CTE-Intro class?
2. If you were to do this again, what would you like to do differently if you could?
3. What could you teach someone else about being successful with a job shadow experience?
4. What is important to you about this job shadow experience?

**JOB SHADOW THANK YOU LETTER GUIDE AND SAMPLE LETTER**

Writing a thank you letter to your host is very important to show your appreciation. ***Please write a thank you letter to your employer/adult mentor. Make a copy and turn into the teacher. Send the original to your employer/adult mentor.*** Score:\_\_\_\_\_/20

When you write your letter, remember to do the following:

1. Be neat.
2. Watch your spelling and grammar.
3. Begin your letter with a sentence that specifically thanks the employer or company for allowing you to visit the company or business. For example, “Thank you for taking time out of your schedule to serve as a job shadow mentor for the afternoon.”
4. State something specific that you learned or enjoyed during the job shadow. For example, “I learned a great deal about how an engineer uses computers, and I really enjoyed taking a tour of the facility.”

**Sample Letter**

March 20, 2008

Mr. David Smith

Personnel Manager

ACME Accountants

3877 Henderson Street

SLC, UT 84044

Dear Mr. Smith:

Thank you for allowing me to visit you yesterday. I realize that this took time away from your regular responsibilities, and I am grateful for all the information that you were about to provide regarding your job at ACME.

Last night, I talked to my family about my experience at ACME. I became more convinced that I want to become an accountant. I am glad you gave us ideas about which classes we should take while in school. I plan to take more math and computer classes next year as you suggested.

Thank you, again, for giving me this valuable learning experience.

Sincerely,

Sam T. Student

**WHAT TO TURN IN TO YOUR TEACHER**

**Completed Job Shadow Packet:**

1. Student Job Shadow Interview Questions – 20 points
2. Student Job Evaluation Form – 20 points
3. Employer/Adult Mentor Job Shadow Evaluation Form – 20 points
4. Student Job Shadow Reflection Sheet – 20 points
5. Job Shadow Thank You Note (The actual note should be sent to the person you job shadowed. I just want a copy of that note.) – 20 points

**Note:**

Please make sure your name is on this packet so you can get credit for your hard work. Also, staple all of the assignments together and turn in as one packet.

**Job Shadow Experience Grade:**

1. Turning in your job shadow permission slips – 50 points
2. Participating in a job shadow experience – 50 points
3. Turning in the completed job shadow packet – 100 points

**Total Points for this Job Shadow Experience – 200 points!!! ☺**