**JOB SHADOWING INTRODUCTION**

***Real life experiences help better prepare high school students for successful experiences in postsecondary education, work, and life. Students must be able to compete in the global job market of the 21st century. Experiential learning can help students become “more engaged in the classroom by connecting academic and career/technical material with the workplace and life”. Juniors and seniors should think about participating in one to two job shadows per school year.***

***Why job shadow?*** Experiential or work-based learning “job shadowing”, provides a link between school years and lifetimes as adult workers. Students who participate in job shadowing obtain the following benefits:

* Learn about job possibilities by “shadowing” workers, visiting in different departments, all while discussing work and life with adult mentors.
* Experience the workplace environment first-hand through a variety of activities including volunteer work, internships, and paid work experiences.
* Apply academics to real tasks performed in the workplace and participate as productive employees; Identify personal strengths, weaknesses, likes, and dislikes.
* Acquire the skills necessary for successful careers; and formulate goals and plans for a future previously unimagined.

**GENERAL EXPECTATIONS**

* Communication with your employer should be professional. If you are communicating by email please be sure to use proper formatting and be professional! Include name, school, contact information, interested area to shadow and a variety of dates you can be available (same with voice messaging).

* Remember to check your email daily for any communication. Employers typically use email to give you important information.
* Arrive to your job shadow 15 minutes early.

* Be respectful to all members of the organization. Pretend that this is a job interview. Be your best self!
* Come dressed appropriately, according to the dress code. You may want to ask beforehand so you are sure. Different careers require different dress requirements.
* Bring all forms or materials asked by the employer, if applicable.
* Bring questions to discuss with the professional you will job shadow. Samples provided in this packet.
* Do not carry a cell phone or other personal electronic device during your job shadow as they are disruptive to certain equipment. Leave it in your car.
* Ask questions at appropriate times during your job shadow.
* The staff person you job shadow is your supervisor while you are at the location, report to this person in all cases.
* Always respect and maintain confidentiality during your job shadow and after you leave. Many careers may require your understanding of this policy prior to shadowing.
* Contact the manager of the department in which you are shadowing in advance if you need to cancel the experience

**JOB SHADOW CHECKLIST**

You need to complete **ONE** job shadow experience by the **END** of your junior year.

Your job shadow must be **AT LEAST 3 HOURS LONG** to meet the requirement.

***PREPARE FOR THE JOB SHADOW VISIT***

 1. Call prospective job shadow host, arrange appointment (exact time, date, and location). You cannot job shadow your parents, but you can job shadow another family member or family friend. The counseling department can assist you in locating someone to job shadow in your career field of interest. Please see your school counselor for assistance.

 2. Complete and turn in your parent permission form to the school counseling office **PRIOR** to the date of your job shadow.

 3. Call or email your job shadow host a day or two before your shadow to confirm details (time to arrive, location, what to wear, and lunch (if applicable)

 4. Take a copy of your Parent Permission Form, Interview Worksheet, and a notebook to the job shadow to record what you experience and learn.

***COMPLETING THE JOB SHADOW EXPERIENCE***

  **1.** **Complete Interview Worksheet with responses from your job shadow host.**

 **2. Complete your assignment in Career Cruising, using your Interview Worksheet as a guide. This assignment requires you to complete an evaluation and write at least one paragraph summary about your job shadowing experience.**

 **Instructions on how to access the assignment in Career Cruising:**

* **Log into Career Cruising**
* **Click on My Plan**
* **Click on Assignments/ Left Hand Side**

 3. Write a thank you letter to your job shadow host.

**PARENT PERMISSION FORM**

**Student Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Grade:**\_\_\_\_\_\_\_

**Student Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date student will absent from school:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Place of Business/Company:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Describe the job shadowing the student will be participating in :**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Job Shadowing Mentor’s Name/Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor’s Work Phone Number/Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give permission for my son/daughter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to visit the site named above for the purpose of job shadowing. I understand that Freeport Area School District is not responsible for the transportation of your son/daughter to the named job shadowing site. Transportation is the responsibility of the student and parent. I understand that school personnel may not have visited the site, may not have met the mentor, and will not be present or supervise the job shadowing visit.

**Parent/Guardian Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I GIVE MY PERMISSION FOR MY CHILD TO DRIVE TO AND FROM HIS/HER JOB SHADOW SITE.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Signature**

***\*This form must be completed and submitted before absence\****

**JOB SHADOW EVALUATION WORKSHEET**

**\*This evaluation worksheet and summary in Career Cruising has to be completed in order to receive credit for your job shadow.\***

This form is to be completed immediately after returning from your job shadow.

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

**Today’s date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Shadow Location/Host:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What type of work did you observe?

2. Describe your job shadow site.

3. What did you like best about your job shadow experience?

4. What did you like least about your job shadow experience?

5. What surprised you the most about the experience?

6. What do you think was the most important thing you learned?

7. Will you consider a career in this field? Why or why not?

8. Comments:

9. Rate your job shadow experience (place an X in the box to indicate your response).

 **Excellent Good Fair Poor**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Information I received during my job shadow  |   |   |   |   |
| Appropriateness of the site to my career interests/plans  |   |   |   |   |
| Rate the entire job shadow experience  |   |   |   |   |

***Wrap Up:***

Construct a thank you note to be sent to your job shadow host immediately following the job shadow. You may use a thank you card or a letter thanking the professional for the opportunity to spend time there. Include in you note 1 or 2 specific things that were especially meaningful to you. Remember to sign the letter/card.

**JOB SHADOW INTERVIEW WORKSHEET**

**Student Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Shadow Host:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Shadow Location:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following topics of discussion will help you get the most out of your job shadow experience. When interviewing your Host: Write the answers to these questions below with detail. You are the interviewer, so YOU as the student are to do the writing.

1.What are your responsibilities?

2.What do you like most about your job?

3. What are typical working conditions? (hours, stress level, travel, physical working conditions, etc)

4. Why did you choose this occupation?

5. What academic skills are needed? (Math, English, Science, etc.)

6. What non-academic skills are needed? (Communication, leadership, creativity, etc.)

7. What do you wish you had studied more of while in school?

8. What schooling or training did you receive after high school?

9. What changes, if any, do you see taking place in your profession in the near future?

10.Do you have any advice for a student that is considering this career option?

**Signature of Host:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_

**Time participant arrived:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time job shadow concluded:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_