

Wilmington Area School District

"To inspire and prepare students to learn continuously, lead responsibly, and live purposefully."

Job Shadow Student Packet

Wilmington Area High School

JOB SHADOW

A job shadow provides students with the opportunity to visit a business, non-profit or government agency to learn firsthand what employees experience day to day in their careers. Students will observe activities, ask prepared questions and gain a better understanding of what employees and employers do on a daily basis.

What will I do at my Job Shadow?

Your goal will be to learn as much as possible by observing, listening, asking questions, and taking good notes. You will "shadow" a person or maybe many different people, and observe what they do throughout their job duties. At the job shadow, you will ask the interview questions included in this packet. If the person you are shadowing is extremely busy and there is absolutely no time to cover all your questions, ask if you may call them at a specific time to complete the questions. Always be respectful of the person you are shadowing.

You must complete ALL of the following to receive credit for your Job Shadow.

BEFORE your Job Shadow:

- ✓ Review the entire packet
- ✓ Complete the Career Interest Form
- ✓ Obtain Job Shadow Approval from teacher
- ✓ Set up Job Shadow date and time. Time has been built in so you do not need to miss school.
- ✓ Complete and return **Parent/Guardian Authorization & Release Form**
- ✓ Complete and return **Student Contract & Teacher Consent Form**.
- ✓ Confirm your Job Shadow appointment with host

During your Job Shadow:

- ✓ Follow Job Shadow etiquette.
- ✓ Answer all questions on the **Employer Interview Page**.
- ✓ Write examples of how your host uses each skill listed on the **Observation Page**.
- ✓ Ask the employer to fill out the **Host/Employer Evaluation**.

After your Job Shadow:

- ✓ Complete the Reflection Paper.
 - ✓ Type and send Thank-you Letter (Career Development Teacher must see)
- Notes:** Job Shadows are a minimum of eight hours in length. Job Shadows should be within your preferred Career Pathway. Your packet, paper and Thank-you letter are due within 1 week of your completed Job Shadow.

What is the highest salary for this job? _____

Student Contract and Code of Conduct

What is the highest salary for this job? _____

I _____, understand the importance of job shadowing to my education at Wilmington Area High School. I know that it is a privilege to participate and that people outside of school are giving up valuable time to help me learn about careers. By signing this contract, I agree to fulfill all the requirements of the Job Shadow program as outline in the student checklist and this contract.

I understand that under no circumstances am I to simply "not show up". In the event of a serious illness, I will call the business volunteer/host organization as well as Wilmington Area High School to notify Ms. Powell.

I understand that time has been built into the schedule to allow myself to not have to miss school. In the event that I do miss classes I am responsible for making up work in the classes that I miss.

I agree to arriving on time to my job shadow placement. I agree to conduct myself appropriately and to act professional at all times during my job shadow experience; including time spent being transported to and from the job shadow host. During the Job Shadow experience, I will follow all school rules and understand that any violations will result in appropriate disciplinary actions.

I understand that I am representing the Wilmington Area School District and that my conduct during the Job Shadow experience affects my classmates and others in the school district. If I make a good impression, everyone benefits. If I make a bad impression, it will be the impression of our school to the community.

Student Name

Student Signature

Date

Parent/Guardian Job Shadow Form

Purpose: This form notifies the parent/guardian of their student's participation in the Job Shadow program. This form must be completed before the student visits the job site.

I, _____, give permission for
(Parent or Guardian)

_____ to participate in job shadowing, a work-based learning experience.

Transportation: I understand that transportation is the sole responsibility of the parent or legal guardian or the student. The school is not directly supervising, controlling, or providing the students' transportation. Parent/Guardian Initials _____

Supervision: School personnel have NOT visited the sites and will NOT be present to supervise when the student is at the site. Parent/Guardian Initials _____

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Contact Number: _____

Parent/Guardian Email: _____

Emergency Contact: _____

Emergency Contact Number: _____

Parent/Guardian Signature

Date

Job Shadow

Host Verification & Evaluation

Please verify the student's time with you:

Student Name _____ Job Shadow Date _____

Time in _____ Time out _____

Job Shadow Host Name (First and Last - Please Print) _____

Title _____

Business Name _____ Phone _____

Business Address _____

Host E-mail _____

Host Signature _____

Host Evaluation

So that we may continue to improve the process, please complete the following brief evaluation upon completion of the job shadow.

Please rate the following on a scale of 1 (*strongly disagree*) to 5 (*strongly agree*).

	Strongly Disagree				Strongly Agree
I was well prepared by the student to be a Job Shadow host.	1	2	3	4	5
As a result of this Job Shadow, I gained a new perspective of my job.	1	2	3	4	5
The Job Shadow was a worthwhile learning experience for the student.	1	2	3	4	5
I enjoyed the experience and I would be willing to do it again.	1	2	3	4	5

How could school (teachers and/or students) better support you throughout the experience?

Additional comments:

Job Shadow Reflection Paper Guide

Your reflection paper is due within one week of your job shadow.

Please discuss the following topics:

1. Why did you choose this job shadow?
2. What kind of working conditions were you in?
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 most about the experience?
6. What ideas and expectations did you have about this job and career pathway prior to going on the job shadow? How do they fit into your education and career plans?
7. In reality, how did the company and the occupation you observed fit into your education and career plans? How do they differ?
8. Is this an occupation/career path that you still want to pursue? Why?

**KEEP A COPY OF YOUR JOB SHADOW REFLECTION PAPER
TO INCLUDE IN YOUR SENIOR CAREERS CLASS PORTFOLIO.**

Employer Interview

Using the topics and questions below, interview your host/employer (resource person) and record the answers. *(Do not give this to the host/employer to fill out)*

What is your job title? _____

What are your main job tasks on a typical day? What are your five most important activities?

What problems or challenges are there in this type of work? _____

What are the benefits of doing this kind of work? (Income, fringe benefits, advancements)

What kind of training or education qualified you for your job? _____

What entry-level jobs are there in this field? _____

What special skills are needed in your work? _____

What advice would you give someone trying to enter this field? _____

What do you like best about your job? _____

What do you like least about your job? _____

What is an entry-level salary for this job? _____

What is the highest salary for this job? _____

How did you get from high school to where you are now in your career?

What one piece of advice would you give me if I wanted to pursue this career?

Make up THREE additional questions for your employer.

Your first question and answer:

1. Q: _____

A: _____

Your second question and answer:

2. Q: _____

A: _____

Your third question and answer:

3. Q: _____

A: _____

APPENDIX A: SAMPLE FORMS

Sample Phone Script for Job Shadow Request

WORKSHEET

Company Name: _____ Phone Number: _____

Employee Name: _____ Job Title: _____

Business Address: _____

Directions to Site: _____

Special Instructions (dress code, safety gear, etc.): _____

Job Shadow Date: _____ Start Time: _____ End Time: _____

PHONE SCRIPT

"May I speak with _____"

"Hello. My name is _____ at Wilmington Area High School. I am a student at _____ and I am interested in your business and possibly pursuing a career in _____ (career area). Would you be interested in allowing me to job shadow you or someone else in your business for _____ (usually 3 hours - ask what amount of time is best for them)?"

- Be ready with information on dates and times
- Be prepared to explain the Job Shadow definition
- Explain that you will arrange transportation
- Discuss your responsibilities as a student (so that employer does not feel that they will lose productivity time)

If the employer/business is willing to set up the job shadow, be sure to complete the following information:

- Worksheet above
- Let the employer know you will be calling a few days ahead of time to confirm the Job Shadow.

If they cannot help you, ask, "Is there anyone else that you know of in this industry/business that might be able to help me with a job shadow?"

Other contacts:

#1 Business Name: _____

Contact Name: _____ Phone Number: _____

#2 Business Name: _____

Contact Name: _____ Phone Number: _____

Sample Phone Script for Job Shadow Confirmation.

"May I speak with _____ (employer name), please? Hello, this is
_____ (your name) from Wilmington Area High School. I am calling
to confirm my Job Shadow on _____ (day, month) from _____ to _____
(beginning time to finish time)."

"Thank you, and I look forward to meeting you."

If the employer is unavailable, leave the above information in a message and ask when would
be a better time to call back. It is your responsibility to follow through on the confirmation.

APPENDIX B: JOB SHADOW ETIQUETTE

Appearance:

Dress as if you were interviewing for a job. Dress appropriately for the workplace. Most employers are looking for neat, clean clothes. Do not wear clothing that conveys a political or social statement.

Many companies have rules regarding body piercings. Please do not wear a nose or eyebrow ring or stud during your Job Shadow. The fact that you are sensitive to an employer's concerns and that you are willing to comply with business expectations regarding appearance will make a lasting impression.

Do:

- Turn off your cell phone.
- Arrive a few minutes early to allow time for parking and locating the person you've made contact with. Introduce yourself and offer a handshake and a smile. Be attentive and act interested the entire time.
- Apply general rules of courtesy. Say please, thank-you and excuse me.
- Use good posture and eye contact.
- Bring a folder or binder with paper to take notes, your observation sheets, the employer interview questions and the Host Employer evaluation
- You may need to fill in some of the questions when you get home, so listen carefully, observe and take good notes.
- Obtain a business card. You will need a complete name, job title and address for your thank-you letter (if they do not have a business card, write down the information). Add this person to your contact list. Use the information to write a thank-you letter (mandatory). There is a sample thank-you letter in the packet.

Don't:

- Chew gum or candy.
- Bring food or drinks into the workplace.
- Use profanity or vulgarity.
- Wear your hat indoors.

Thank-you Letter Instructions

Writing a thank-you letter to your Job Shadow host shows that you recognize and appreciate their contribution to your success. Thank-you letters go a long way toward making a great impression on your new contacts; it helps them remember you and shows that you value the time you spent together. There are a few critical points to remember when writing your thank-you letters:

- Make sure your handwriting is clear and legible. You may always type the letter if you prefer. If you type, make sure that you personally sign it.
- Always date your letter.
- Use complete sentences with proper punctuation.
- Begin your letter with a sentence that specifically thanks the host/employer for the time and effort they spent in educating you about their career and assisting you to complete your packet.
- State several specifics that you learned and enjoyed during your Job Shadow.
- Check for any grammatical or spelling errors. Ask someone to proofread it for you.
- Make a copy of the letter and attach it to the Job Shadow packet.

If you prefer to type your letter, this is the correct format:

Date
(3 spaces)
Business Name
Host/Employer Name
Number & Street Address
City, State & Zip Code

Dear _____:

B O D Y O F L E T T E R

Sincerely,
(3 spaces)
Handwritten Signature
Your Name Typed

Thank-you Envelope Example:

Your Name
Number and Street
City, State, ZIP

Business Name
Host/Employer Name
Number and Street
City, State, Zip