



**WILMINGTON**  
AREA SCHOOL DISTRICT

# **Job Shadow Student Packet 2023-2024**

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

## **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. Each junior and senior is required to complete at least one 3 hour job shadow experience during their junior or senior year.

### **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 different people, and observe what they do throughout their job duties. This job shadow should not be done with a relative. 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 of 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
- ✓ Set up job shadow date and time. If your job shadow is done during school hours, approval must be given by Mr. Hathaway or Mrs. Gray.
- ✓ Complete the **Parent/Guardian Job Shadow Form**
- ✓ Complete the **Student Contract and Code of Conduct**
- ✓ Confirm your job shadow appointment with host

### **DURING your job shadow**

- ✓ Follow job shadow etiquette, dress appropriately, be attentive, be on time
- ✓ Answer all questions on the **Employer Interview** page. The student shadowing is responsible for completing the interview questions pages, not the person being interviewed.

### **AFTER your job shadow**

- ✓ Complete the job shadow packet in its entirety. Students should upload their completed job shadow packet to the Job Shadow Google Form **and** upload it to their Smart Futures account under “ My Portfolio → Career-Pathways Experience → Job Shadow ”. Documents should be submitted upon completion instead of waiting until the end of the year.
- ✓ Write a **Thank you Note** to the person/ organization you job shadowed.

**NOTE:** Job shadows should be within your preferred Career Pathway. Your completed packet should be uploaded onto your Smart Futures account and the Job Shadow Google Form. All information in this packet needs to be completed by the student doing the job shadow. The job shadow cannot take place with a family member as the person being shadowed.

- The Job Shadow Google Form can be found on your student dashboard or use this QR code:



## Student Contract and Code of Conduct

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 the requirements of the job shadow program as outlined 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.

I understand I am responsible for making up the work in my class(es) 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 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.

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Student name

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Student signature Date



A copy of this page needs to be uploaded on Job Shadow Google Form

## 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,  
(student)

a work based learning experience.

**Transportation:** I understand that transportation is solely the 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



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# 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 (please print) \_\_\_\_\_

Title \_\_\_\_\_

Business name \_\_\_\_\_ Phone \_\_\_\_\_

Business address \_\_\_\_\_

Host email \_\_\_\_\_

Host signature \_\_\_\_\_



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# 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. This must be completed by the student completing the job shadow.)***

What is your job title? \_\_\_\_\_

What are your main job tasks on a typical day?

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

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What kind of training or education qualified you for this job?

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What entry-level jobs are there in this field?

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What special skills are needed in your work?

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

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What do you like best about your job?

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What do you like least about your job?

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

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**Make up to 2 additional questions for your employer.**

Your first question and answer:

1. Q: -----  
A: -----  
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Your second question and answer:

2. Q: -----  
A: -----  
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