



# St. Xavier Career ConneXions Program

## **JOB SHADOWING GUIDELINES & CHECKLIST**

### **STEP ONE: PREPARE FOR THE JOB SHADOW VISIT**

- \_\_\_\_\_ 1. Call or email prospective job shadow host, arrange appointment (exact time, date, and location). Be sure to schedule your shadow for a day you are OFF school. This is not an excused absence.
- \_\_\_\_\_ 2. Complete the Student Expectations Form and Student and Parent Release Forms and turn in to College Advising one week before shadow.
- \_\_\_\_\_ 3. Call 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. Review Interview Worksheet for sample questions. Review the company's website to become familiar with the business.
- \_\_\_\_\_ 5. Take a copy of your Interview Worksheet, Evaluation Worksheet and a notebook to the job shadow to record what you experience and learn.

### **STEP TWO: THE 'DAY OF' THE JOB SHADOW EXPERIENCE**

- \_\_\_\_\_ 1. Arrive on time, in appropriate attire, and well rested for a productive day.
- \_\_\_\_\_ 2. Take notes on the Interview Worksheet with responses from your host and others you meet.
- \_\_\_\_\_ 3. Stay relaxed, conversational, and professional – this day is for you to learn as much as you can – ASK QUESTIONS!

### **STEP TWO: COMPLETING THE JOB SHADOW EXPERIENCE**

- \_\_\_\_\_ 1. Complete Interview Worksheet with responses from your job shadow host(s).
- \_\_\_\_\_ 2. Complete Evaluation Worksheet describing what you observed during your job shadow.
- \_\_\_\_\_ 3. Write a hand written thank you note to your job shadow host and a properly addressed and stamped envelope.
- \_\_\_\_\_ 4. Turn in all three documents to College Advising within one week after shadow experience.



## St. Xavier Career ConneXions Program Job Shadow Interview Worksheet

Your name \_\_\_\_\_

Job Shadow Host \_\_\_\_\_ Title: \_\_\_\_\_

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

The following topics of discussion will help you get the most out of your job shadow experience. Write the answers to these questions-you do not need to write every detail, but take good notes. You are the interviewer, so YOU do the writing. This form must be turned in to College Advising within one week of your job shadow.

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 received upon completion of visit

\_\_\_\_\_  
Date



## St. Xavier Career ConneXions Program Job Shadow Evaluation Worksheet

This form is to be completed by student immediately after returning from job shadow. This must be turned in to College Advising within one week of the job shadow experience.

Name \_\_\_\_\_ Today's date \_\_\_\_\_

Job Shadow Business \_\_\_\_\_

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. Additional Comments:



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9. Rating 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				

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 them for the opportunity to spend time there. Include in your note 1 or 2 specific things that were especially meaningful to you. Remember to sign the letter/card. Return the letter to College Advising to be mailed.