

Job Shadow Activity Guide

NAME:

Career Exploration Activity
BUTLER SENIOR HIGH SCHOOL

About the Activity

What is a job shadow?

A job shadow is a learning experience that takes place at a business in your community. The job shadow experience often lasts from 4 to 6 hours and is a great way for young people to explore career paths of interest.

During a job shadow, the student will be able to interact with an employee in a profession of your choosing (called your “host”) during a typical day. Through interview questions and time spent observing, students will be able to understand the type of training involved, time needed before entering a career, and the starting salary in that career. Additional handouts are given in this guide that help you understand, think about, and record the things you see, hear, and learn. This is not a hands-on experience; rather, its sole purpose is to allow you to investigate career possibilities after high school. The organization visited will have the final word on the date and time of **the actual day of shadowing**.

Why are job shadows important?

Job shadows give you a chance to

- Begin to identify career interests
- Observe the daily routine of workers
- Learn about the academic, technical, and personal skills required by particular jobs
- Practice communication skills by interacting with workers
- Realize that different jobs are characterized by different work cultures and working environments
- Navigate the community by traveling to and from the job shadow location
- Understand the connection between school, work, and your goals for the future

How do you make a job shadow happen?

To make your job shadow happen, you should complete the following steps:

- Read through the entire Job Shadow Activity Guide.
- Contact a business of your choice to establish a possible job shadow.
- Complete the required **Permission Slip** which includes a parent signature and return it to the **Attendance Office** at least one week prior to the job shadow experience.
- Complete the shadowing evaluation forms while on location during your job shadow.
- Access your Career Cruising portfolio and create a journal entry to reflect on your experience. Visit www.careercruising.com and enter your personal login information then click on *My Plan*. Select *My Journal* from the drop-down box and add a new entry. If you need help with this, see your school counselor.

Student Interest Survey

Log in to Career Cruising, if you need your login information stop into the guidance office. Click on **Assessments**, and then click on the **Start Matchmaker** button. Read the instructions on the Introduction page, label your Matchmaker session, and then click **Start Now**.

Answer the questions. (Do your best! The more thought you put into these answers, the better your results will be.) After you answer the first 39 questions, you will come to the Career Suggestions page which lists the careers that are suitable for you based on your responses to the questions.

We strongly suggest that you answer the second round of questions as well. Click on the **Answer More Questions** button in the **Improve My Results** section on the left side of the Career Suggestions page. Answer as many additional questions as you can, and then click the blue **View My Career Suggestions** button to see your updated list of career suggestions.

Click on one of the suggested careers for a possible job shadow selection. (Those near the top are your best matches!)

1. Read the **Suitable For You?** information that appears for the career you have chosen. Consider the following questions and make a few notes:

What are the Central Aspects of this career?

What are the Central and Secondary Aspects to which you answered Like or Like Very Much?

Did you answer Dislike or Dislike Very Much to any of the aspects? Which ones?

2. Click on **Job Description** and **Working Conditions**. In the Job Description and Working Conditions sections, try to find a job task or working condition that relates to two of the aspects you considered above.

Example:

Career: Website Designer

Aspect: Having your own ideas about designs and styles

Examples: Designing computer websites, Deciding on colors, patterns, layout, and graphics

Student Phone Script – Setting up the Job Shadow

Hello, my name is _____, and I am a student at Butler Senior High School. I am calling today to speak with someone about completing a job shadowing experience at your company. Would you be able to help me with that or could you connect me with someone who could?

(When the correct person comes to the phone, repeat your name and say...)

I am a _____ at Butler Senior High School, and I have an interest in learning more
(year in school)

about _____. I am hoping to complete a job shadowing
(name of career)

experience with your company/agency. I would be available to meet with you during the school day at your convenience. Is this something you could help me with?

(Allow for the conversation to take its course making sure to talk about dates and times for the visit...use the next page to take notes. Then at the conclusion of the conversation say...)

Thank you. I look forward to seeing you and will call to confirm closer to the date. Goodbye

If they are unable to set this up for you, ask if they may have suggestions of another company/organization that you could contact. You might even ask if they would be willing to answer job-related questions for you via a phone conference or through email communication. If the first phone call doesn't work, don't lose heart....we can help you keep searching.

Job Shadow Information Sheet

Complete this page after you contact a host at a job shadow site and finalize the details of your job shadow experience.

Your name: _____

Job shadow site: _____

Host name: _____

Date of shadow: _____

Starting time: _____

Finishing time: _____

Site address: _____

Site phone number: _____

Site fax number: _____

Your transportation: _____

Dress code: _____

Special instructions: _____

Remember the following as you complete your job shadow experience:

- Dress modestly and appropriately for the worksite
- Be neat in your appearance
- Arrive at your job shadow site early
- Be polite and respectful to your host and other employees
- Follow all instructions given by your host
- Keep a humble, learning spirit at all times
- Ask questions and get involved
- Complete your shadowing evaluation forms
- Thank your host before leaving the job site

Parent/Guardian Consent and Waiver Form

Your student will be participating in a job shadow. A job shadow is a worksite experience (typically four to six hours) during which a student spends supervised time at a workplace observing a worker, asking questions, and reflecting on what he or she has learned about different jobs.

In order for this Job Shadowing experience to be considered an excused absence, this page must be **returned to the Attendance Office** either prior to the Job Shadowing date or within 5 school days after the shadowing date.

Student Name: _____
(Please Print)

Date(s) of Job Shadowing: _____

Times of Job Shadowing: _____

Place of Job Shadowing: _____

Parent/Guardian Signature: _____

Disclaimer for student participation:

The business or organization is granting me the privilege of spending time with an employee. I will need to be prompt, dressed appropriately, and be cooperative. There may be some aspects of the organization that I may not be able to observe because of the organization’s structure. As a responsible student at Butler Senior High School, I will provide my own transportation. Butler Area School District and the organization will not be responsible for any accident or injury.

Student Signature: _____

Student Phone Script – Confirmation Call

Hello. May I speak with _____, please?
(Name of your job shadow host)

(When your job shadow host comes to the phone, say...) Hello, my name is

_____. I am calling from _____ to confirm my
(Name of your school)

job shadow on _____,
(Day of the week) (Month and date)

from _____ to _____. Where should I meet you?
(Beginning time) (End time)

Thank you. I look forward to seeing you. Goodbye.

This Phone Script is to use to confirm your job shadow experience with your host. If your job shadow host is not available, leave a message with a secretary or assistant, or on your job shadow host's voice mail. In your message give the same information written above and leave the phone number where you can be reached.

Suggested Host Interview Questions

Interview your host using the suggested questions below, but remember this is just a guide and not a required list. Ask follow-up questions for clarification and more information. Write your host's responses in the space provided. If you create your own questions, write those questions and answers down. After your interview, ask your host to sign at the bottom of this page.

How would you describe a typical day at your job?

What are the most challenging aspects of this job?

What do you like most about your work?

What do you like least about your work?

When and how did you become interested in this field?

What is one thing that surprised you about your career/current position?

What education and training do you need for this job?

Host Interview (cont.)

What are three personality traits of the top performers of this job?

What subjects should I study in school to prepare for this job?

What is the average starting salary? (**Note:** Do not ask your host for his or her salary.)

How has technology affected this job?

How do you think this job will change in the next five years?

I approve of the answers to the above questions. I also verify that _____
spent _____ hours with me at my workplace.

Signature of Host

Date

Observation

Give an example of how you observe your job shadow host using at least five of the following skills as part of his or her work. An example has been provided for you.

Ex: organizing: *Construction foreman coordinates delivery of concrete & other supplies.*

organizing: _____

planning: _____

reading: _____

writing: _____

math: _____

science: _____

art: _____

listening: _____

speaking: _____

making decisions: _____

thinking creatively: _____

analyzing problems: _____

using technology: _____

working with others: _____

serving customers: _____

Reflection and Evaluation

Congratulations on completing your job shadow! Reflect on your experience at the worksite by answering the following questions. Use these questions to guide your journal entry in your Career Cruising portfolio found by logging into **My Plan** and clicking on **My Journal** from the drop down box.

Describe the worksite you visited.

What kind of activities did you observe during your job shadow?

What were the most interesting things about you learned about this occupation?

What was something that surprised you about your job shadow?

What did you learn that would/would not encourage you to pursue this occupation after graduation?

List two new things you learned about this job that you didn't know before.

Did this "Shadowing" experience provide you with the information that will help you with your career goals?

Rate the following on a scale of 1 to 5 (1 means that you strongly **AGREE** with the statement and 5 means you strongly **DISAGREE** with it).

My job shadow helped me think about career options.	1	2	3	4	5
I learned what the general expectations are for being a good employee.	1	2	3	4	5
I learned what skills are needed to perform my host's job.	1	2	3	4	5
My host was helpful and informative during my job shadow.	1	2	3	4	5
I enjoyed my job shadow.	1	2	3	4	5
My job shadow helped me see how school is important to my future plans.	1	2	3	4	5

Thanking Your Host

Thank you letters are an important professional courtesy. Telling people how you appreciate their efforts makes them feel good about what they do. It also makes a good impression on them.

Using the model below, draft a thank you letter to your job shadow host. You should either type the letter or neatly write the letter on a thank you card and mail it to the individual within a week after your showing experience.

Dear _____,

Sincerely,

Date

Host's name, title
Name of company
Street address
Suite, floor, or room number
City, State Zip Code

Dear Mr. or Ms.

Paragraph 1 – Thank your host for the opportunity to do the job shadow (include the date of your shadow)

Paragraph 2 – Describe some of the things you learned as a result of your job shadow

Paragraph 3 – Add any additional comments you have

Sign your name