

## TRENTON HIGH SCHOOL JOB SHADOWING EXPERIENCE

### Recommended Career Planning Resources

At THS we use Xello for postsecondary planning. **Xello** is an online program that helps you create your very own, unique roadmap for college, career, and future success. See Ms. Armbruster in the Career Center to discuss your Educational Development Plan (EDP).

<https://login.xello.world/>

**Username:** School Email Address

**Password:** Student ID

### Additional Career Planning Resources

- [Pathfinder - Career Tools](#) – Explore careers, schools, and programs in Michigan to find the path that is right for you.
- [My Next Move](#) – Career exploration and free assessment! Great information on apprenticeships. Sponsored by U.S. Department of Labor.
- [Occupational Outlook Handbook](#) - A guide to career information about hundreds of occupations! All information is from U.S. Department of Labor.
- [Roadtrip Nation](#) - See careers come to life through stories and advice from people who've been in your shoes.

What jobs are in demand?

- [MI labor market information](#) - Stay on top of the latest job trends in Michigan. [milmi.org](http://milmi.org)

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**Parent/Guardian Permission**

My child \_\_\_\_\_ has permission to participate in a job shadowing experience. It is the responsibility of the student and parent to arrange and provide transportation to and from the work site.

Parents are to call the attendance office the morning of the experience to report their student off as “job shadowing” in order to allow the student to participate. The appropriate paperwork for the job shadowing experience must be picked up from Ms. Armbruster in the Career Center prior to the job shadowing day. Only when all of the paperwork is *fully completed* and turned in to Ms. Armbruster, will the student receives a school-related absence.

*\*Please return all paperwork to Ms. Armbruster on date of return*

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

Parent Signature: \_\_\_\_\_

It is helpful to research the career that you are going to job shadow. Some questions that you may want to research before attending your job shadow experience may include the following:

1. What kind of work (duties) is involved in the career?
2. What is the working environment for this career (an office, hospital, outdoors, classroom, etc.)?
3. What are the average earnings for someone in this career?
4. What is the employment outlook for this career?
5. Where could I get training needed for a job in this career (college, tech school, apprenticeship, etc.)?
6. Where can I find out more information about this career (organizations, web sites, associations, etc.)?
7. What questions do you still have about this career that you hope will be answered during your job shadowing experience?

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Name \_\_\_\_\_ Date \_\_\_\_\_

Career you are shadowing: \_\_\_\_\_

### **Job Shadowing Experience Interview Questions**

To make the most of your Job Shadowing Experience, you will want to learn as much as possible. Answer the following questions by either asking your host or through observation.

Please use complete sentences to receive a school-related absence. Complete this packet along with the permission slip (page 2.) on the day you return from your Job Shadowing Experience.

1. Describe an average day on the job of the person you are shadowing. (You may use a time line, e.g. 8:00 AM – 8:30 AM: Arrive at work, etc.)
2. What does the person you are shadowing like most about their career? Explain why.
3. What does the person you are shadowing dislike, if anything, about their job? Explain why.
4. What skills are necessary to do well in this career? Describe at least 3 and why each is necessary.

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5. What career and education path did the person you are shadowing follow in order to be in this career? (Ex. colleges, degrees, certifications, and training etc.)
  
  
  
  
  
  
  
  
  
  
6. Describe the responsibilities the person you are shadowing has in their current job.
  
  
  
  
  
  
  
  
  
  
7. How many hours a week does the person you are shadowing work?
  
  
  
  
  
  
  
  
  
  
8. Do employees in this career receive benefits (health, bonuses, etc.)?
  
  
  
  
  
  
  
  
  
  
9. What qualities and characteristics would a person going into this career need to have to be successful? Give at least 3 qualities/characteristics and explain why each is essential.
  
  
  
  
  
  
  
  
  
  
10. What advice would the person you are job shadowing give someone interested in pursuing this career?

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### Job Shadowing Experience: Student Evaluation

Company Visited \_\_\_\_\_ Host \_\_\_\_\_

*\*\*NO ONE WORD ANSWERS will be accepted. Please use complete sentences to receive a school-related absence)*

1. The most important and/or interesting thing that I learned during my job shadowing experience? (Describe at least 3)
2. Is this career a good match for your interests, skills, and goals? Why or why not?
3. What can you do now to help you prepare for this career (classes, volunteering, etc.)?
4. Explain in detail what you liked best about this job shadowing experience.
5. What would you have changed about this job shadowing experience? Explain why.
6. What unanswered questions do you still have about this career?
7. Are you still interested in pursuing this career? Why or why not? If no, what other career are you interested in pursuing?

## TRENTON HIGH SCHOOL JOB SHADOWING EXPERIENCE

### **The Final Step: Thanking Your Host**

In the world of work, using appropriate workplace etiquette is highly valued. Begin practicing these skills now by sending your host a thank-you note. This will help them to remember you and let them know that you enjoyed yourself. Send the note even if your host is someone you know well. The following is a sample note, but please feel free to use your own words.

*\*\*Attach a copy of the thank-you note you sent your host to this packet to receive a school-related absence. You are responsible for sending the thank-you note to your host.*

Student's Return Address City, State, Zip Code Date

Host Name, Position, Host Company, Company Street Address, City, State, Zip Code

Dear (Mr., Ms., Mrs., Dr.,) Host's Last Name:

Thank you very much for hosting me in a job shadowing experience. This was a wonderful opportunity for me to become acquainted with the world of work. I especially liked *(fill in an experience that you enjoyed)*.

I am most appreciative of the time, consideration, and information that you gave me.

Sincerely,

Student's Name (sign above)