

What is Job Shadowing?

Job shadowing is an opportunity for students to gain valuable exposure to a career they are interested in pursuing following graduation from high school or college. Students will spend a half day, or a full day if they choose, visiting an organization, investigating a career field, and experiencing a typical day on the job. Students should have an opportunity to tour a worksite, “shadow” an employee(s), and participate in workplace activities. It is our hope that they will be exposed to the career settings for their major and gain first-hand knowledge about the career field they are considering.

Why are Job Shadows important to me?

Job shadows give you a chance to:

- Begin to identify career interests by observing the daily routine of workers.
- Learn about the academic, technical, and personal skills required by particular jobs.
- Understand the connection between school, work, and your goals for the future.
- Develop the skills required to secure future employment.

What can I expect on Job Shadow day?

- See how the knowledge I am gaining in school is used on the job.
- See people’s job duties and responsibilities.
- Understand the skills and education that I need to get a good job.
- Learn what employees receive besides a paycheck.
- Find out more about the workplace I am visiting.
- Explore some new career ideas for myself.

How do I make a Job Shadow happen?

- First you should discuss the job shadow requirements with your parents or guardians. Discuss the results of your personality, values, and interest testing (completed with career coach) and what you have always desired to do with your parents and see what ideas they have for a possible job shadow.
- Discuss the idea with your teachers and complete the pre-approval form. Hospitals and a few other organizations can take up to a month for the business to approve you so you may have to start earlier.
- Do not plan on shadowing a family member, your current church/youth pastor, or at a school or job you have attended.
- Contact the business and make the initial arrangements. You will use the included script. Do not just email. Call! Contact them in person! Do what it takes!
- Once you have an approved job shadow, complete the Job Shadow Registration Form.
- Then, with your parents, complete the Parent Permission Forms.
- Write a thank you letter to your host and provide a copy to turn in.
- Complete the reflection and turn in entire Job Shadow Packet to career coach by email or in person.

Basic Job Shadow Overview

- Should be a career in your top three choices for your career interests and based on the research you do for this class.
- Make the contact! Your job shadow experience should not be at any school you have attended or directly with family members, current or future coaches, or any job that you already have or had in the past. Job Shadows should be approved and documented by career coach. Please consult before planning to shadow. This is your opportunity to connect with your community and should not be done with another student. The career coach is not responsible for making job shadow contacts.
- If you are unable to attend your job shadow, the school and business you where shadowing MUST be notified before the start of the normal work/school day.
- Be pleasant and courteous to everyone you meet. Keep in mind you are the guest of the business/ agency. Network with others and ask for business cards when appropriate so that you may contact them after your job shadow day.
- Respect the confidentiality of the information you receive through this experience.
- Take your Job Shadow Packet to your job site and complete the information as you shadow!
- Before you leave make sure you ask to have your host sign your confirmation form. You may want to grab and attach their business card.
- Send a thank you letter, card, or email within a few days of the job shadow.
- The job shadow must be completed during normal operating hours of the business and in a brick-and mortar facility unless special arrangements are made.
- Complete entire process and turn completed packet to career coach by email or in person.

Job Shadow Packets are available to be downloaded or printed at

<https://www.sccboe.org/Page/8020>

If you have any questions, please reach out to your career coach,

Mrs. Blackmon at candace.blackmon@sccboe.org