


Job Shadowing Instructions




Real life experiences help better prepare high school students for successful experiences in postsecondary education, work, and life.

WHY Job Shadow?

- Learn about job possibilities by “shadowing” professionals, visiting different departments, all while discussing work and life with adult professional mentors.
- Experience the workplace environment first-hand through a variety of activities including volunteer work, internships, and paid work experiences.
- Apply academics to real tasks performed in the workplace and participate as productive employees; Identify personal strengths, weaknesses, likes, and dislikes.
- Acquire the skills necessary for successful careers; and formulate goals and plans for a future previously unimagined.

General Expectations

- Communication with your employer should be professional. If you are communicating by email, please be sure to use proper formatting and be professional! Include name, school, contact information, interested area to shadow and a variety of dates you can be available (same with voice messaging).
- Remember to check your email daily for any communication. Employers typically use email to give you important information.
- Arrive at your job shadow site 15 minutes early.

- Be respectful to all members of the organization. Pretend that this is a job interview. Be your best self!

- Come dressed appropriately, according to the dress code. You may want to ask beforehand so you are sure. Different careers require different dress requirements.

- Bring all forms or materials asked by the employer, if applicable.

- Bring questions to discuss with the professional you will shadow. Samples provided in this packet.

- Do not carry a cell phone or other personal electronic device during your job shadow as they are disruptive to certain equipment. Leave it in your car.

- Ask questions at appropriate times during your job shadow.

- The staff person you job shadow is your supervisor while you are at the location, report to this person in all cases.

- Always respect and maintain confidentiality during your job shadow and after you leave. Many careers may require your understanding of this policy prior to shadowing.

- Contact the manager of the department in which you are shadowing in advance if you need to cancel the experience.

Wrap Up

- Construct a Thank You note to send to your Job Shadow Host that includes 1 or 2 specific things that were especially meaningful. Remember to sign your name at the end!

Job Shadow Checklist

You need to complete **ONE** job shadow experience.

Your job shadow must be **AT LEAST 3 HOURS LONG** to meet the requirement.

PREPARE FOR THE JOB SHADOW VISIT

_____ 1. Call a prospective job shadow host, arrange an appointment (exact time, date, and location). You cannot job shadow your parents, but you can job shadow another family member or family friend. The counseling department can assist you in locating someone to job shadow in your career field of interest. Please see your school counselor for assistance.

_____ 2. Complete and turn in your parent permission form to the school counseling office **PRIOR** to the date of your job shadow. (This can be completed by visiting https://bit.ly/FAHS_Job_shadowing_2425 or scanning the attached QR code and completing and submitting the Google form.)

_____ 3. Call or email 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. Take a copy of your Parent Permission Form, Interview Worksheet, and a notebook to the job shadow to record what you experience and learn.

COMPLETE THE JOB SHADOW EXPERIENCE

_____ 1. Complete Interview Worksheet with responses from your job shadow host.

_____ 2. Complete Job Shadowing survey and interview questions in PA Career Zone. Use your Interview Worksheet as a guide.

Instructions on how to access the assignment in PA Career Zone:

- Log into PA Career Zone at https://freeport.pacareerzone.org with your FASD Google account
- From your PA Career Zone homepage, find the assignment by going to *OPEN YOUR CAREER HUB > ASSIGNMENTS > JOB SHADOWING ASSIGNMENT*

_____ 3. Write and/or email a thank you letter to your job shadow host.

Setting Up a Job Shadow

Example of Phone Call Script:

When making the phone call please keep these few things in mind; make sure you are in a quiet environment, do not call on speaker phone, no chewing gum, and speak clearly.

Hello my name is _____, I am a student at Freeport Area High School. I want to ask about job shadowing opportunities within your company/business/organization.

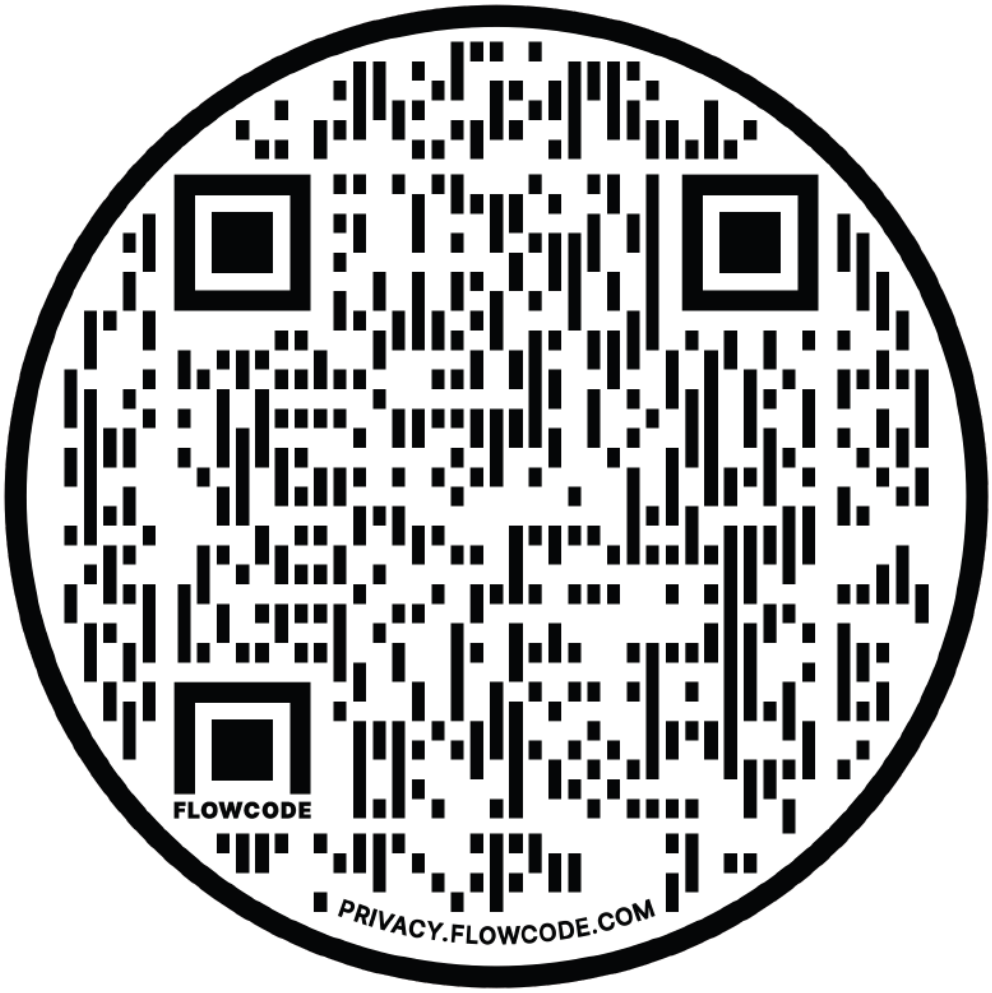
If the employer is offering to host you for a job shadow.
Thank you for your time and consideration. I am required to shadow for at least 3 hours. I am able to shadow within the school day. Please let me know what day/time works best for you and who would be the direct contact for the job shadow.

If the employer cannot host you for a job shadow.
Thank you for your time and consideration, I appreciate it. If there are any future opportunities that become available, please keep me in mind. Have a good day!

Example of Email:

Parent Permission Form

<u>This form must be completed and submitted before absence</u>



https://bit.ly/FAHS_Job_shadowing_2425

Job Shadow Evaluation Form

This evaluation form should be completed in PA Career Zone to receive credit.
This form does not need to be turned in to the office.

Name: _____

Today's date: _____

Job Shadow Location/Host: _____

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? Comments:
8. Rate 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				

Job Shadow Interview Worksheet

This information must be entered into PA Career Zone.

Student Name: _____

Job Shadow Host: _____

Job Shadow Location: _____

When interviewing your Host, YOU are the interviewer, so YOU as the student are to do the writing.

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 considering this career option?

Signature of Host: _____ **Date:** _____

Time participant arrived: _____ **Time job shadow concluded:** _____