



Job Shadow Mentor Introduction Letter

Dear Job Shadow Mentor:

As our seniors complete their high school education, our goal is to give them many opportunities to learn about life and the working world. The chance to experience what each career offers and learn more about that career from someone who is in the field, gives our students a better perspective when choosing a career path. Without your help this could not take place. We would like to extend a big "THANK YOU" for your part in helping this experience become worthwhile and positive.

A job shadow is a structured career activity where a student follows an employee at a company location to learn about a particular occupation or industry. The purpose of job shadowing is to help students explore a range of career options. For this to be a meaningful experience, students should shadow someone **(other than their parents or someone where they currently are working)** in their career path interest area. The employee who is hosting the student is called an adult mentor. The student experiences a one-on-one relationship with an adult mentor observing activities and gaining valuable information about their chosen career.

Job shadowing helps students accomplish the following:

- Gain information about possible future career interests
 - Observe the daily routine of their adult mentor
 - Observe the system of the company or business
 - Gain an insight of the academic, technical, and personal skills required by a particular occupation.
 - Gain an understanding of the connection between school and work
 - Gain information to assist students in goal setting and educational planning
 - Gain knowledge and skills needed for an effective job interview
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- **Please take a few minutes and complete a mock Senior Interview Evaluation using questions (or questions you may wish to use) listed on the sheet Senior Interview sheet. Give helpful suggestions to the student for a meaningful future job interview. At the end of your day, please take a moment to complete the Mentor Survey and return both completed sheets to the student.**

It is our hope that this experience will be an annual opportunity that both you and the school can provide each senior and their classmates. The partnering of the schools and the working community will allow this continued success. Students should have brought a Mentor Survey sheet that we hope you will complete and return to the student that day, in order to provide feedback for next year's job shadowing. Please feel free to express any thoughts or opinions as we wish to make this experience the very best we can for all students in the years to come.

Thank you,
Kimberly Budde, Principal
Lakeville North High School

Senior Interview

(Students return this form to the LNHS Career Center)

Mentors please return this form and the Senior Interview form to the student at the end of the day today



Student's Name: _____

Interviewer & Business Name: _____

Mentors, please complete this short mock job interview, with students **BEFORE beginning your Job Shadow day**. Offer your interviewing suggestions to students which will help to improve their interviewing skills and prepare them for the future job market. Your valuable interviewing insight and job experience is greatly appreciated.

1. Tell me about yourself and what you like to do: _____

2. What are your career or college objectives? _____

3. List your strongest skills and attributes: _____

4. What skills and attributes do you need to improve on and why? _____

5. What are your future goals and how do you intend to achieve them? _____

6. How has high school help prepare you for your future career? _____

7. At the end of an interview, what questions might you ask or wish to comment on? _____

❖ Circle the appropriate number in each category, make additional comments below

	<u>LOW</u>			<u>HIGH</u>
Appearance/Self (Posture, grooming, articulation, personality)	1	2	3	4
Self-confidence/Skills (Eye Contact, awareness of marketable skills/qualities)	1	2	3	4
Positive attitude (Realistic)	1	2	3	4
Goals/Future (Demonstrates maturity, short/long term planning)	1	2	3	4
Reflection/Closure (Summarizes)	1	2	3	4

Additional Comments: _____
