

**BETHEL HIGH SCHOOL
HOME OF THE BRAVE!**



**Job Shadow
Student Packet**

Student's Name: _____

Job Shadow Checklist

- Using Xello, identify careers related to your career pathway that you would be interested in shadowing.
- Practice calling a prospective job shadow host.
- Call prospective job shadow host, arrange appointment (exact time, date and location). Use page 4 to keep track of the details .
- Complete the following form and turn in to your Advisory teacher before you begin your job shadow.
 - _____ Job Shadow Proposal Form (page 5).
- Take the following to your job shadow to record your findings:
 - _____ Interview Worksheet (page 7)
 - _____ Job Shadow Time Log (page 8)
- When the job shadow is over, complete the following:
 - _____ Write a thank you letter to your job shadow host (page 9). Turn in to your Advisory teacher with a properly addressed and stamped envelope please do not seal the envelope.
 - _____ Complete the Job Shadow Reflection Form (page 10 & 11) and turn in to your Advisory teacher.
 - _____ Turn in you completed Job Shadow Time Log to your Advisory Teacher.

What is a Job Shadow?

A job shadow is a learning experience that takes place at a business or organization in your community.

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.

Job Shadow Requirements

- Your experience must consist of a minimum of four hours. Every effort should be made to complete job shadow hours outside of the school day – plan ahead to schedule job shadows during breaks or other non-school days.
- Complete entire process and turn assignments in, on time and in a professional format.

The Job Shadow is a required assignment for you high school and beyond plan.

Making the Contact

Before contacting the employer, make sure that you have the person's full name. In addition, make sure that you contact them at a convenient time. For example, do not call a restaurant during meal hours.

1. Introduce yourself, your school, and your purpose for calling.

Hello, is _____ (the manager) available please?

Hi my name is _____.

I am a student at Bethel High School and would be interested in job shadowing at your company.

I would like to do a job shadow that would give me the opportunity to spend four to ten hours in your business setting. I would like to observe your workplace and interview a worker to learn more about this occupation. This will help me make informed decisions for my future.

Do you think you can help me? (Yes) (No)

If not, do you know of someone in your field that may be willing to assist me with this project?

**** Remember they are doing you a favor; try your hardest to work around their schedule!**

2. Make sure that you have the following information before you hang up.

Date of the job shadow: _____

Beginning and ending times of the job shadow: _____

Name of the business shadowing: _____

Name of the person and appropriate title being observed: _____

Address of the job shadow: _____ Phone and email address: _____

What is your dress code? _____

**Be prepared to answer questions about yourself, your experiences, and why you have chosen this career

Job Shadow Proposal Form

Complete all information and turn in to your Advisory Teacher before going to your job shadow site.

Name: _____ Advisor: _____

Career Pathway: _____ Grade Level: _____

Job Shadow Site: _____

Contact: _____ Title: _____

Business/Organization: _____

Address: _____

Phone: _____ Email: _____

Directions to Site:

Scheduled date of job shadow: _____

Start time: _____ End time: _____

Meal plans: _____

Transportation Arrangements: _____

Special Instructions (dress code, safety gear, etc.): _____

Tips for success in the workplace

Proper behavior at the workplace:

Be reliable and prompt

Be honest

Have a positive attitude – be friendly, courteous, polite, and cooperative with workers and clients

Notify the appropriate supervisor (your job shadow host) if you are going to be late or absent

If you do not understand something, ask questions or ask for help

Grooming

Students are expected to be well groomed and to wear appropriate attire for most business/industry programs. **Please refer to your student handbook for appropriate dress guidelines for school.** Make sure to ask employers about their dress code, refer to information received during phone call and recorded on your Job Shadow Registration Form.

All

- Be reliable and prompt
- Turn off ALL electronics (cell phone, i-pod, etc.)
- Clean hair, neatly styled; teeth and nails clean
- Freshly showered/bathed
- Appropriate jewelry
- Light or no fragrance
- No hats
- Remove alternative ear and body piercing
- Follow company dress code
- No flip-flops

Men

- Dress shirt and tie
- Dress slacks (no blue denim)

Women

- Skirts, dresses or dress slacks (no blue denim)
- Appropriate skirt/dress length
- No exposed midriff, back, or shoulders
- No low cut or revealing attire
- No shorts

Interview Worksheet

Questions to ask during a job shadow

Interview your job shadow host using the questions below. Write your host's responses in the space provided. You may include questions based on your research, either confirming information gathered or enhancing information. Stay away from personal issues, including salary.

1. How would you describe a typical day at your job? _____

2. What do you like most about your work? _____

3. If you could change something about your work, what would it be? _____

4. In what way are the following work habits important for this job?

- Following directions: _____
- Being accurate: _____
- Participating as a team member: _____
- Working independently: _____

5. How would you describe the people who work here in terms of their age, gender, and racial/ethnic backgrounds? _____

6. How has technology affected this job? _____

7. How do you think this job will change in the next five years? The next ten years? _____

8. What skills and training do you need for this job? _____

9. What advice would you give to a high school student interested in this profession? _____

10. What are your job responsibilities? _____

11. Additional Information or Comments: _____

Job Shadow Time Log

Name of Student _____

Name of Organization _____

Community Member _____ Title _____

Address _____ Phone _____

e-mail _____

Date(s) of Observation _____ Total Hours _____

Description of activities observed:

I assure the Advisor that this is an accurate record of time spent by the student on the observation.

Community Member's Student
 Signature _____ Signature _____

Our goal is to prepare students to become good citizens and productive community members. Your feedback will assist us in this process. Although your experience with the student volunteer may be limited, we would appreciate your assessment of their performance in the following areas:

	Exceeds Standard	Meets Standard	Does not meet Standard
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promptness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance (appropriate for job)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect/courteousness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

Community Member's Signature _____ Date _____

Using the sample below compose and type a thank you letter to your job shadow host.

- ✓ Print and sign your letter.
- ✓ Turn in to your Careers teacher along with a properly addressed and stamped envelope. **Do not seal the envelope.**

Street Address City, State, Zip Phone	SAMPLE ONLY
September 20, 20XX	
Mr. Jerry Lewis Omega Engineering 110 S. 135 th Street Tacoma, Washington 98444	
Dear Mr. Lewis:	
Introduction Paragraph: Thank your host for the opportunity to do the job shadow. Thank you for allowing me to job shadow you last Thursday. I truly enjoyed myself and learned a lot about being a civil engineer. Everyone in your office, and in the field, was very helpful and friendly.	
Body Paragraph: Describe some of the things you learned as a result of the job shadow and the effect it has had on your future goals and/or career and educational plans. I learned so much about the field of engineering, I never knew there were so many kinds of engineers: civil, architectural, structural, electrical, mechanical! I especially enjoyed designing trusses using the computer. I never would have known house trusses could be so fun! This experience has opened up a lot of options for me to consider as I plan my future.	
Conclusion Paragraph: Add any additional comments you have and thank them again for the opportunity. As we discussed, I would be very interested in working with your company on any special projects, as an intern or part-time employment in the summer. Thank you for spending time with me and helping me learn more about my options.	
Sincerely,	
Sign name here! Type your first and last name here.	



Guidelines for addressing business envelopes

- ✓ Use a No. 10 Business Envelope
- ✓ Type or neatly printed
- ✓ Size 12 font or hand-printed in black ink
- ✓ Words such as Street, Lane, Avenue, Drive should be spelled out
- ✓ City, State, and Zip – example: Puyallup, WA 98373
- ✓ WA is the correct abbreviation for Washington.
- ✓ There is no punctuation after the state only a space before the zip code

YOUR FIRST AND LAST NAME ADDRESS CITY, STATE AND ZIP	U.S. Postage Stamp
MR. OR MS. FIRST AND LAST NAME EMPLOYER/COMPANY ADDRESS CITY, STATE AND ZIP	

Job Shadow Reflection Form

Student Name: _____ Date: _____

Advisor: _____

Name of Person Job Shadowed: _____ Title: _____

Business Name: _____ Phone: _____

Use complete sentences to respond to the following items.

Explain three things you learned from this experience:

1. _____
2. _____
3. _____

In a paragraph, evaluate what you liked most about the job you observed. Provide three examples to support your evaluation: _____

Decide whether you agree or disagree with the following statement: "Certain elements of the job shadow experience surprised me." In a paragraph of a minimum of 7 complete sentences, support your position with two examples from your experience. _____

Having observed people working during your Job Shadow, what skills did you observe that are needed to be proficient at this career? _____

After observing the skills needed for this career, what course would support these skills? _____

What are the implications for your future? What are the next steps you will take to pursue your chosen career direction? _____

Explain why you would or would not like this job. Provide two examples to support your conclusion. _____

Student Signature: _____ Date _____

Parent Signature _____ Date _____

Frequently Asked Questions

Bethel High School

1. ***Is the Job Shadow required?*** Yes, the Job Shadow is required. It is required to pass Advisory
2. ***Will the school help with the contact and placement of the Job Shadow experience?*** It is the student's responsibility to contact the location and speak with the community member. The school can help with a contact name or location. We will do what we can to help students. Students can check with the Career Center for assistance.
- 3 ***Can the Job Shadow be completed in a business where relatives work?*** Yes, students may do their shadow in a family business but they will not be allowed to do the 8 hours Community Connection in their senior year with family members.
- 4 ***What if I can't find a Job Shadow location in the career I want?*** If the career of your choice (i.e. astronaut) cannot be found in this area you may have to choose another career in your pathway that appeals to you.
- 5 ***Do I work or do I just observe when I Job Shadow?*** It will depend on the job and the community member as to the amount of participation you will actually do.