

Appendix B

Job Shadow

Introduction to Job Shadowing

Although job shadowing is not defined as a true work based learning experience, it is a valuable tool for career awareness and exploration. Job shadowing by itself does not constitute an entire class; it can be one component of a course, whether that be a career & technical (vocational) education course, a career awareness course, or any academic course offered in a school district.

Job shadowing is a school/community experience that allows students to observe people in the community as they perform their regular job duties. It is a school-sponsored exploration activity, which can begin in middle school and continue into high school. During a job shadow students observe an employee for a short period of time to learn about the business, industry or profession of the employee. Job shadowing is a short-term, school-supervised work-place learning opportunity, with an emphasis on exploration, not work. Since job shadowing is exploratory in nature, most students will benefit from several job shadowing experiences over the course of several years, as they become more focused on a career path.

The job shadowing experience should be planned to provide the student with the opportunity to explore all aspects of the business or industry as well as the specifics of the job they are shadowing. Students may practice hands-on tasks associated with the job, but may not perform productive work that benefits the employer. At the point at which they become productive, it becomes work experience, and students must be paid.

Job shadowing provides an opportunity for partnerships between schools and businesses, which will result in:

- ❖ An opportunity for students to experience “real life” work in a career field;
- ❖ Motivating students to expand and meet their educational and career goals;
- ❖ Teachers developing a working relationship with the community;
- ❖ Well prepared and motivated employees;
- ❖ An opportunity for students to see a relationship between their educational experience and career choice.

Work Site Supervisor’s Role

It is important for the supervisor to understand that job shadowing students are NOT present to work. They are there to observe and ask questions.

Upon agreeing to take a job shadowing student, the supervisor should:

- ❖ Inform the student of any relevant policies or regulations at the work site;
- ❖ Answer any relevant questions about the profession or facility;
- ❖ Direct students to the areas of their current interest;
- ❖ Arrange for the actual job shadowing experience(s);
- ❖ Monitor the student and contact the teacher should there be any problems.

Student Expectations

As part of the job shadowing experience, students should:

- ❖ Dress according to the standards of the particular site;
- ❖ Call the site before the scheduled time if unable to attend on the appointed day;
- ❖ Arrive at the site at the agreed upon time;
- ❖ Follow all guidelines and policies of the site;
- ❖ Complete any school assignments related to the job shadowing experience;
- ❖ Complete all required paperwork (permission, medical authorizations, etc.).

Examples of the kinds of assignments students may be asked to complete as a result of their job shadow:

- ❖ Written report on a specific career;
- ❖ Information about the job shadowing site: (emergency procedures, site fire plan, diagram of the facility, site personnel names and titles within the company or department);
- ❖ Supervisor interview;
- ❖ A journal entry describing the site, the people, the work, and the environment;
- ❖ Classroom oral presentation or poster presentation on careers represented at the job shadowing site.

Teacher's or Coordinator's Role

The teacher or coordinator will be responsible to see that all students participating in the job shadowing experience have met all of the criteria required before the students are placed on job shadowing sites:

The following are suggested duties and responsibilities of the teacher or coordinator for a job-shadowing experience.

- ❖ Ensure that job shadowing paperwork is completed;
- ❖ Check with your school district's risk management section to ensure adequate insurance coverage;
- ❖ Schedule students and keep records of the student names, date of shadowing, sites, and supervisors;
- ❖ Follow-up with work sites for feedback on the job shadow;
- ❖ Monitor completion of student assignments;
- ❖ Be available in emergency situations.

Job Shadowing Resources

- Sample forms beginning on the next page
- <http://www.jobshadow.org>

Job Shadow Application

			Date:
Student Name:		Student ID:	
Student Address:			
Grade:	Age:	Date of Birth:	Phone Number:
Person to Contact in Case of Emergency:			Phone Number:
<p>_____ has my permission to participate in the ___ grade job shadowing experience. I understand it is my responsibility to provide transportation to and from the job site, or assign a trusted adult to provide this transportation. It is also my understanding that the student must present proof of a job site visit to be excused from school.</p> <p>I hereby release _____ School District and the job site listed above from any and all liability.</p>			
Signature of Parent/Guardian _____		Date _____	
Job Site _____		Driver _____	

Your Schedule: *(this semester)*

	Course Name	Teacher	Room #
1			
2			
3			
4			
5			

Guidance Counselor's Name: _____

Transportation/Job Information:

Do you drive to school? Yes No

If "No," can you arrange for transportation to a job shadow? Yes No

Would you consider job shadowing after school?..... Yes No

Do you have a job after school now? Yes No

If "Yes," where are you working: _____ Which days and hours do you work? _____

What career area(s) are you most interested in?

Deleted: 1

BUSINESS/HOST JOB SHADOW EVALUATION OF STUDENT

Student Name:	Date of Job Shadow:
Host Name:	Title
Host/Work Site:	Phone:

We are interested in the long-term success of our program and would appreciate you taking a few minutes to share your assessment of the student and our job shadow program. Your feedback will be very valuable to the school as well as the student, and will help us improve the program.

Using a scale of “1” to “3,” please rate the student in the following areas:

	Below Expectation	Meets Expectation	Exceeds Expectation
Punctuality			
• Reported to the job shadow at the appropriate time and place	1	2	3
Professional Appearance			
• Dressed appropriately	1	2	3
• Groomed appropriately	1	2	3
Professional Conduct			
• Scheduled appointment in a professional manner	1	2	3
• Behaved in a professional manner at the work site			
Communication			
• Related well to host and others	1	2	3
• Asked appropriate questions			
• Demonstrated interest in the experience			
Overall Evaluation			
• Seemed to benefit from the experience	1	2	3

What did you like about this job shadow experience?:

Do you have any suggestions for improving our job shadow experiences?

Would you be willing to host another job shadow student? Yes No

Comments: *(please feel free to offer any additional comments on the back of this form.)*

Please return this form with the student or mail to:
(Provide school coordinator name and address here)

Job Shadow Sample Interview Questions

Here is a list of suggested questions for you to use in your shadowing experience.

You might start the interview by saying: “To find out about different jobs, the students in my class are shadowing people at work. I would like to ask you a few questions so that I can write down your answers to take back to my class.”

Introduction

- ◆ What is your occupation and job title?
- ◆ How did you become interested in this type of work?
- ◆ Why did you choose this career?
- ◆ How did you get your job with this company?

Qualifications

- ◆ What type of education and/or training were required for this job?
- ◆ What classes did you take in high school that prepared you for your job?
- ◆ Did you have to interview, take any tests, complete an internship or apprenticeship for this position?
- ◆ What kind of experience was required for this job?
- ◆ What personality traits are important for this job?
- ◆ What kind of technical knowledge is required for this job?
- ◆ How are technology demands increasing or changing?

Duties

- ◆ How many hours do you work in a typical day?
- ◆ Are certain times of the month or year busier than other times?
- ◆ What kinds of things are you required to do as part of your job?
- ◆ Are you required to supervise other employees as part of your job?
- ◆ Do you have to depend on others in order to accomplish your job?
- ◆ Do you take work home?
- ◆ Do you work a shift? What choices do you have in making your work schedule?

Salary and Benefits

- ◆ What are the salary ranges for different levels in this field?
- ◆ What types of fringe benefits are offered to you for your job?
- ◆ How are “raises” earned?
- ◆ What is the opportunity for advancement in this area?

Personal Satisfaction

- ◆ What do you like best about your job?
- ◆ What don't you like about your job?
- ◆ How has your company kept up with technology and progressive business management techniques?
- ◆ How does your job affect your time away from work?
- ◆ What are the job opportunities for this area of work?
- ◆ What kind of personal satisfaction do you get from your job?

Miscellaneous

- ◆ What advice would you give a student interested in this career?
- ◆ What changes do you see in this area within the next 5-10 years?

Feel free to add your own questions.

Be sure to thank the interviewee for his or her time.

JOB SHADOW STUDENT REFLECTION FORM

Student: _____ Job site: _____

Dates of Job Shadow: _____ Department: _____

Total Number of Hours on Job Shadow: _____

Person(s) shadowed: _____

1. Describe the department/work site you visited:
2. What type of work activities did you observe during your job shadowing experience?
3. What did you like best about your job shadowing experience?
4. What did you like least about your job shadowing experience?
5. What surprised you most about what you observed, heard, did, or learned?
6. If you wanted to work in the department/work site you visited, what might you do to prepare in the next five years, both in high school and afterwards?
7. Would you consider a career in the type of industry in which you job shadowed?

Why or why not?

8. From your perspective (your interests, abilities, and goals) identify aspects of the job that were:

Positive:

Negative:

9. Did the job shadowing experience influence your career choice/goals?

How?

JOB SHADOW THANK YOU LETTER GUIDE & SAMPLE LETTER

Writing a thank you letter to your host is very important to show your appreciation. When you write your letter, remember to do the following:

1. Be neat.
2. Watch your spelling and grammar.
3. Begin your letter with a sentence that specifically thanks the employer or company for allowing you to visit the company or business. For example, "Thank you for taking time out of your schedule to serve as a job shadow mentor for the afternoon."
4. State something specific that you learned or enjoyed during the job shadow. For example, "I learned a great deal about how an engineer uses computers, and I really enjoyed taking a tour of the facility."

Sample Letter

March 22, 2001

Mr. David Smith
Personnel Manager
ACME Accountants
3877 Henderson Street
Juneau, AK 99801

Dear Mr. Smith:

Thank you for allowing me to visit you yesterday. I realize that this took time away from your regular responsibilities, and I am grateful for all the information that you were able to provide regarding your job at ACME.

Last night, I talked to my family about my experience at ACME. I became more convinced that I want to become an accountant. I am glad you gave us ideas about which classes we should take while in school. I plan to take more math and computer classes next year as you suggested.

Thank you again for giving me this valuable learning experience.

Sincerely,

Sam T. Student
Juneau Douglas High School