



Job Shadowing Guide



What is job shadowing?

Job shadowing is a career exploration activity that offers an opportunity to spend time with a professional currently working in a person's career field of interest. Job shadowing offers a chance to see what it's actually like working in a specific job. Not only do job shadowers get to observe the day-to-day activities of someone in the current workforce, they also get a chance to have their questions answered.

How do I arrange to do a job shadow?

The best way to find an employer to do your job shadowing is to go through your instructor. You may already know someone in the field you want to shadow; in this case you could go directly to him/her to arrange for a job shadow. You may also want to use Google, ask friends and family, contact professional organizations in your field, or use other resources to find employers that specialize in the career you want.

I've got a job shadow experience set up. What's next?

1. Research the employer and the job
2. Complete required paperwork needed by the school
3. Rehearse your introduction
4. Think of questions you would like to ask the employer
5. Dress appropriately for the workplace
6. Arrive on time, with your questions and ability to take notes
7. Follow all rules, policies and instructions of the workplace
8. Complete assignment upon return to school

Job Shadowing Research

Name of Company: _____

Name of Supervisor: _____

Company Address: _____

Company Website: _____

Career to be Shadowed: _____

About the company/employer:

How long has this company been in business?

What type of customer does this company serve?

What type of employee does this company value/need?

Describe the basic operating procedures of this employer.

About the career:

What type of training/education is required for this position?

Describe a typical work day for an employee in this field.

What is the salary range for an employee in this field?

Job Shadow Day

Student Activity: Conducting an Interview

1. What is your job title?
2. What are your responsibilities?
3. What is a typical day like for you?
4. What do you like the most about your job? What do you like least about your job?
5. Why did you select this type of work?
6. How much education/training do you need for this job?
7. How important are reading, writing, math and listening skills for this job? Which skills do you use daily?
8. Do you interact with customers frequently? What kind of communication skills do you need most?
9. Do you ever have to work in teams on your job?
10. What kinds of problems do you solve on the job? What skills do you need to solve those problems?
11. Are there aspects of your job that are highly confidential? What types of information or situations do you work with that are confidential?
12. What did you learn in school that helped you the most on the job?
13. What do you wish you had studied more in school?
14. How does a person get hired to work in this career?

Employer Evaluation

Company Name: _____

Phone: _____

Contact Person: _____

The following student, _____ attended a job shadow from the hours of _____ on this date _____.

Please rate the following on a scale of 1 to 5:
(1 indicates strongly disagree and 5 indicates strongly agree)

- | | |
|---|-----------|
| I was at ease interacting with my student throughout the day. | 1 2 3 4 5 |
| The student was well prepared and dressed appropriately. | 1 2 3 4 5 |
| The student was interested and enthusiastic. | 1 2 3 4 5 |
| The student asked good questions and took notes. | 1 2 3 4 5 |
| I would be willing to host another job shadow in the future. | 1 2 3 4 5 |

Additional comments:

Student absence will be excused after this form is completed and returned to the teacher.

Student Signature: _____

Employer Signature: _____

Instructor Signature: _____

Student Reflection Activity

Now that you have completed your Job Shadow experience, take some time to reflect on what you observed and how it might affect your plans for the future.

1. Describe the work you saw being done during the job shadow.
2. Explain which parts of this job that you found positive and/or interesting.
3. Were there any negative aspects of the job?
4. Outline how you would go from being a student to being employed for this company.
5. What surprised you most about what you learned, heard or observed?
6. What knowledge and skills are you learning in school that will be used on the job?
7. What knowledge or skills do you need to strengthen to be successful on the job?

THANK-YOU LETTER (Required)

A thank-you note is the expected form of appreciation in many families and cultures. It is considered common courtesy to send a thank-you note to individuals. A thank-you note will show your appreciation. It also builds good relationships with the workplace so other students will be invited back for a job shadow in the future.

1. Your letter will be one to two paragraphs long and should include no more than three short messages, such as: a. Thank you for your time.... b. The most important thing I learned was.... c. What I enjoyed the most was....
2. End your letter with either "thank you" or "sincerely" and then sign your name
3. Put your letter in an envelope that is stamped and addressed. Do not seal the envelope.
4. Give your thank you letter to your teacher to read and approve. Send it immediately.