

Job Shadow Guidelines & Check List

Student Name: _____

STEP ONE: PREPARE FOR THE JOB SHADOW VISIT

- _____ 1. Call prospective job shadow host, arrange appointment (exact time, date, and location). All effort needs to be made to schedule your shadow for Tuesday, October 11st. If organization is unable to accommodate you, ask for other leads.
- _____ 2. Complete the following form and turn in by Friday, September 30th
_____ **Job Shadow Registration & Parent Permission Form**
- _____ 3. Call 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, Evaluation Worksheet and a notebook to the job shadow to record what you experience and learn.

STEP TWO: COMPLETING THE JOB SHADOW EXPERIENCE

- _____ 1. Complete Interview Worksheet with responses from your job shadow host.
- _____ 2. Complete Evaluation Worksheet describing what you observed during your job shadow.
- _____ 3. Write a thank you letter to your job shadow host.
- _____ 4. Turn in final forms.
 - _____ **Completed Interview Worksheet**
 - _____ **Completed Evaluation Worksheet**
 - _____ **Thank you Letter (must be typed) or handwritten card and a properly addressed and stamped envelope**

Job Shadow Registration

Student Name: _____

What career are you planning to shadow? _____

Please list the following information below for your job shadow experience:

Organization/Company Name: _____

Phone: _____ City: _____

Job Shadow Supervisor Name & Title: _____

To participate in a job shadow, I agree to:

- 1) Schedule a date and time on October 11th for my job shadow.
- 2) Return the Registration/Parent Permission Form by Friday, Sept. 30th.
- 3) Arrange for my transportation to and from the job shadow.
- 4) Return completed Interview & Evaluation Worksheets.
- 7) Write a Thank You note to my host and turn it in for mailing.

Signature of Student

Parent Permission Form

I HAVE READ ALL INFORMATION REGARDING JOB SHADOWING. I UNDERSTAND THE SHEFFIELD PUBLIC SCHOOL DISTRICT ASSUMES NO RESPONSIBILITY FOR HEALTH, ACCIDENT OR TRANSPORTATION INSURANCE WHILE MY CHILD IS OUT OF SCHOOL FOR HIS/HER JOB SHADOWING. I AGREE TO PROVIDE (OR ARRANGE) TRANSPORTATION TO AND FROM THE JOB SITE.

Signature of Parent

I GIVE MY PERMISSION FOR MY CHILD TO DRIVE TO AND FROM HIS/HER JOB SHADOW SITE.

Signature of Parent

Job Shadow Evaluation Worksheet

This form is to be completed by student immediately after returning from job shadow.

Name _____ Today's date _____

Job Shadow Business _____

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?
8. Comments:

9. Rating 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				

Construct a thank you note to be sent to your job shadow host immediately following the job shadow. You may use a thank you card or a letter thanking the professional for the opportunity to spend time there. Include in your note 1 or 2 specific things that were especially meaningful to you. Remember to sign the letter/card. Return the letter to be mailed.

Job Shadow Interview Worksheet

Your name _____

Job Shadow Host _____ Title: _____

Location of Job Shadow _____

The following topics of discussion will help you get the most out of your job shadow experience. Write the answers to these questions-you do not need to write every detail, but make sure you give a good answer. You are the interviewer, so YOU do the writing. This form must be turned in.

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 that is considering this career option?

Signature of host received upon completion of visit

Date

Time participant arrived _____

Time job shadow concluded _____