


# **JOB SHADOW PACKET**

   
*Preparing for tomorrow today.*



**STUDENT PACKET**

**Developed by Abie Ott-Doniphan Trumbull High School Career Educator**

# Academic Career Education

## Job Shadowing Program

### **What is a job shadow?**

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A job shadow is a learning experience that takes place at a business of your choice in our community and/or in surrounding communities. The experience should consist of a minimum of three hours.

During a job shadow, you will follow a worker for 1 – 2 hours. You will observe and ask questions about his/her duties.

### **Why are job shadows important to me?**

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Job shadows give you an opportunity to:

- begin to identify career interests by observing the daily routines 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.

### **How do I make a job shadow happen?**

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To start the process of setting up a job shadow, you must fill out the “Request for Job Shadow Application Form” and the “Confidentiality and Ethical & Legal Behavior” form and return to your case-manager or the transition specialist two weeks prior to your desired job shadow date. Your job shadow experience cannot be at any school you have attended and should not be directly with family members. In order to be marked present for a job shadow day, you must also complete all steps on the “Job Shadow Guidelines & Checklist” form in this packet. Your attendance record must be in good standing in order to participate.

# JOB SHADOW GUIDELINES & CHECKLIST

## GUIDELINES

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- Your job shadow experience cannot be at any school you have attended and should not be directly with family members.
- In order to be marked present for a job shadow day, you must complete all steps on the “checklist” below.
- Your attendance must be in good standing.

## CHECKLIST

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**All students who are job shadowing must fully complete the following steps in order to be marked present for a job shadow day at \_\_\_\_\_ School. Failing to complete any portion of the process will result in an unexcused absence.**

**Use this checklist to help you in completing the required steps for a job shadow experience.**

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- Fill out the “Request for Job Shadow” application form\* and turn in to your case-manager or transition specialist at least two weeks prior to your requested job shadow date.
- Read and sign the “Confidentiality and Ethical & Legal Behavior” form. Make sure your parent’s read and sign it as well. Turn in to your case-manager or transition specialist. (first job shadow only)
- Read, sign (parent and student), and turn in the “Parental Permission and Release of Liability for Job Shadow” form. (first job shadow only)
- Complete the “Job Shadow Questions” worksheet, prior to attending your job shadow. Turn in a copy of all forms to your case-manager or transition specialist before the job shadow.
- GO TO YOUR JOB SHADOW! 😊
- Fill out the “Student Job Shadow Report, Evaluation, Questionnaire, and Thank you letter.” Turn in the forms within 1 week of your experience.

## WHAT TO EXPECT WHILE JOB SHADOWING

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- **Your role in shadowing is to learn** what it may be like to work in your sponsor's career field, the requirements for working in that field, and possible ways of entering the field.
- Explore any summer job or other opportunity you may hear about very carefully. *You should not appear more interested in a job than in job shadowing.*
- With most sponsors, **be prepared to sit a majority of the day** either speaking with the sponsor or other staff members.
- Whenever you have a question or need clarification on a point, feel free to ask it. All sponsor's roles are not only to show you what it might be like to work in that career field, but also to answer all of your questions.
- Some sponsors may have you work on a project with him/her. **Be honest about your skill level** (your familiarity perhaps, with a particular software program, like MS Excel). If you need basic instructions, ask. Your sponsor can assist you, and then you will know at least one area in which you need to improve your skills for obtaining future employment.
- **Ask to meet with different people** within the organization who are working in jobs similar to your sponsor's and to meet with others who are at different career stages from your sponsor. Observe the people you meet. Do they seem happy? Do they seem to like their career?
- **Act natural and be yourself!** It is quite common to feel slightly anxious about job shadowing, but relax and enjoy!
- Keep in mind that while shadowing, you are in essence an **ambassador for \_\_\_\_\_ School, representing both yourself and the school.** Act in a sensible and wise manner so as not to embarrass or draw undue attention to your sponsor, your school, or yourself.
- Be professional and show your appreciation. **Thank the sponsor at the end of the day and be sure to send him/her a thank you letter.**
- If you do not feel comfortable with a request made by a sponsor, you do not need to comply/accept. Should you have any problems or concerns while shadowing, please call the school and speak to your case-manager or transition specialist.

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# TIPS FOR SUCCESS DURING YOUR JOB SHADOW

## PROPER BEHAVIOR AT THE WORKPLACE

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- 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

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Students are expected to be well groomed and to wear appropriate attire for every business/industry program. Please refer to your student handbook for appropriate dress guidelines for school. **Make sure to ask employers about their dress code.**

### Everyone

- Clean hair, neatly styled; teeth and nails clean
- Freshly showered/bathed
- Appropriate jewelry
- Light fragrance, if at all
- No hats
- Follow company dress code

### Boys

- Casual Attire
- No shorts /sweat pants/ jeans with holes

### Girls

- Casual Attire
- No exposed midriff, back, or shoulders
- No low cut or revealing attire
- No shorts/ sweat pants/ jeans with holes

## What to take to a job shadow

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- Pen/Pencil
- Job Shadow Questions
- Paper for note taking

# Request for Job Shadow

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Access [www.nebraskacareerconnections.org](http://www.nebraskacareerconnections.org) for information about career clusters.

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Which career field(s) are you most interested in at this time?

- Environmental and Agricultural Systems** – Occupations related to agriculture, the environment and natural resources. Careers involving science technology to research food, clothing, energy sources, materials for construction, and environmental preservation.
  - Business, Marketing, and Management** – Occupations related to the business environment. Careers involving business contact with others including sales management and planning; business operations, including record keeping, accounting, information storage and retrieval; and business machine operation.
  - Human Services and Resources** – Occupations related to economic, political, and social systems. Careers involving contact with others in a helping role, including education and personal and social services.
  - Health and Related Services** – Occupations related to the promotion of health and the treatment of disease. Careers involving research, prevention, treatment, and care-giving within traditional and non-traditional health care.
  - Industrial, Manufacturing, & Engineering Systems** – Occupations related to the technologies necessary to design, develop, install, or maintain physical systems. Careers involving science, math, and technology to produce goods, repair and operate equipment, solve problems and meet new needs through the use of technology.
  - Communications & Information Systems** – Occupations related to the humanities and the performing, visual, literary, and media arts. Careers involving creating and designing, through writing, performing, drawing or sketching to entertain or inform others.
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Which career(s) are you interested in shadowing at this time?

Access [www.nebraskacareerconnections.org](http://www.nebraskacareerconnections.org) to see careers in each cluster.

1st choice: \_\_\_\_\_

2nd choice: \_\_\_\_\_

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When would the best time to schedule a Job Shadow?

Day(s) (circle): M Tu W Th F • Time (circle one): Morning, Afternoon, Either

What date(s) are you considering: \_\_\_\_\_

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Do you have a business contact in mind? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, name of business: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Do you have any physical limitations/medical concern? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, please describe: \_\_\_\_\_

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Work /Volunteer Experience/Job Training: (list most recent job first)

Company/Agency	Duties Performed
_____	_____
_____	_____
_____	_____

What do you hope to gain from a job shadow experience? \_\_\_\_\_

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Do you have any special concerns or requests? \_\_\_\_\_

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## **CONFIDENTIALITY AND ETHICAL & LEGAL BEHAVIOR**

PLEASE READ THE FOLLOWING INFORMATION AND SIGN BELOW

*This form **MUST** be turned in with the "Request for Job Shadow ,& Application Form" in order to be approved for a job shadow.*

### **Confidentiality**

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*Why is confidentiality important?* A job shadow experience is a privilege. It is not uncommon for students to come across private information during a job shadow. Students have a legal and ethical duty to safeguard the privacy of businesses, clients, or patients while participating in a job shadow. Any release of confidential information is grounds for legal action against students, parents, and schools. Following the guidelines below protects students, business, clients, and patients by explaining what can or cannot be *done, said, or written* about during or after a job shadow experience.

- What are some examples of confidential information?
  - Names of customers, clients, or patients
  - All customer, client, or patient information such as medical or account information
  - All workplace information including financial status, hiring information, and firing information
  - All employee/staff information such as salary, medical data, account information, or personal issues discussed in confidence
- What can students share about their job shadow experience?
  - Students cannot tell anyone specific or identifying information about customers, clients, patients, employees, or employers. Legally, students can only talk or write about "general" information. For example, saying, "Mr. Smith, the accountant I job shadowed, worked on Mrs. Jones's taxes today and she owes \$500," would be very identifying. The correct way to discuss this situation would be to say, "I observed an accountant preparing someone's taxes today."

### **Ethical & Legal Behavior**

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Behaving ethically and legally involves knowing the difference between right and wrong and choosing to do the right thing. Ethical and legal behavior is expected from all students participating in a job shadow. The following are legal terms and definitions to be aware of. Laws exist prohibiting each of the following:

- Defamation of character – *Damaging a person's reputation by making public statements that are false or malicious (written or spoken).*
- Invasion of privacy – *Intrusion into a person's private affairs; public disclosure of private facts about a person; breach of confidentiality; using a person's name without his or her permission.*

### **Acknowledgements**

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**Student:** I understand that I am responsible for making arrangements for missed assignments due to the job shadow experience. I also understand that I will be responsible for completing a job shadow packet, an evaluation, and thank you note to my host. I have read all the information about confidentiality and ethical and legal behavior stated above. I understand that I am representing Hastings Public School and will take responsibility for my actions during and after my job shadow experience.

**Parent/Guardian:** I give my permission for my child to participate in a job shadow experience. I have read and understand the information about confidentiality and ethical and legal behavior stated above.

Student name (print): \_\_\_\_\_

\_\_\_\_\_  
Signature of Student Date

\_\_\_\_\_  
Signature of Parent/Guardian Date

# PARENTAL PERMISSION AND RELEASE OF LIABILITY FOR TRANSITION RELATED ACTIVITIES

We, as the parent(s) and guardian(s) give permission for \_\_\_\_\_  
(student's name)  
to participate in transition related activities during the 2007-2008 school year

**In case of a medical emergency:**

Parent/Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Other Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Ph.: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

List Any Medications or Allergies: \_\_\_\_\_

We fully understand the nature of the activities described above and the risk of injury or loss of property associated with that activity.

The signing of this permission slip releases the school district, the job site, and all employees from any claims made by the child or on behalf of the child should injury or loss of property occur as a result of his/her participation.

We acknowledge that we have read this Permission and Release form and fully understand its contents and the consequences of signing this form.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**A copy of this form will be on file at \_\_\_\_\_. A second copy of this form will be taken to the job site.**

# **REQUEST FOR JOB SHADOW** **REQUIRED DOCUMENTATION!**

*You must turn this in for every job shadow **BEFORE** the job shadow date.*

## **TO BE COMPLETED BY STUDENT**

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DTHS Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Contact Person for Job Shadow: \_\_\_\_\_  
**(MAKE SURE YOU USE CORRECT SPELLING! If you don't know or aren't sure....ASK!!!!)**

Job Title/Position Shadowing: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

I am scheduled to meet this person at \_\_\_\_\_ on M T W Th F , \_\_\_\_\_  
(circle one) (date)

My career field interest is \_\_\_\_\_

Number of hours scheduled for the job shadow: \_\_\_\_\_  
**(If you are asked by your job shadow host to stay longer than three hours and you are able to do so, please take advantage of the opportunity.)**

## **Other questions for you to ask...**

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1. Do you have any special dress code requirements? \_\_\_\_\_

2. Will I need to bring other information with me? \_\_\_\_\_

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## MAKING THE CONTACT

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The transition specialist must approve all job shadows before you make any contacts. If you are going to contact the business yourself, here are some suggestions...

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/supervisor) available please?"

"Hello, my name is \_\_\_\_\_. I am a student at \_\_\_\_\_ School and am interested in job shadowing at your company. I would like to do a job shadow that would give me the opportunity to spend two to three 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? 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! Make sure you say "Thank you!"**

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

Date of the job shadow: \_\_\_\_\_

Beginning and ending time of the job shadow: \_\_\_\_\_

Name of the business you are shadowing: \_\_\_\_\_

Name of the person(s) being observed and their title(s): \_\_\_\_\_

Address of the job shadow: \_\_\_\_\_

Phone and email address: \_\_\_\_\_

What is your dress code? \_\_\_\_\_

**\*Be prepared to answer questions about yourself, your experience(s) and why you have chosen this career**

# Academic Career Education CAREER RESEARCH & JOB SHADOW

*The following must be completed before you job shadow.*

*You should receive approval from the A.C.E. coordinator to shadow this career.*

*This form may be completed in pen or pencil as it is a working document for you. You may use <http://www.nebraskacareerconnections.org> or <http://www.bls.gov/oco> for the information needed below.*

**This form must be used for each new career you shadow.**

Name: \_\_\_\_\_ Date of shadow: \_\_\_\_\_

Grade: \_\_\_\_\_ Career interest: \_\_\_\_\_

<b>CAREER PATHWAY INFORMATION</b> Visit <a href="http://www.nebraskacareerconnections.org">www.nebraskacareerconnections.org</a> for this information.	
CAREER CLUSTER	CHOSEN CAREER
EMPLOYMENT OPPORTUNITIES (demand/outlook)	
<b>SELECTED CAREER INFORMATION</b> Visit <a href="http://www.nebraskacareerconnections.org">www.nebraskacareerconnections.org</a> or <a href="http://www.bls.gov/oco/">www.bls.gov/oco/</a> for this information.	
JOB DESCRIPTION	
EDUCATION REQUIRED	H.S. COURSES NEEDED / RECOMMENDED
DUTIES AND RESPONSIBILITIES	SKILLS (Basic, Transferable, Workplace)
WORKING CONDITIONS	WORK ENVIRONMENT
DRESS CODE	TYPICAL WORK HOURS
SALARY / WAGE	BENEFITS
PROMOTION POSSIBILITIES	
OTHER INFORMATION FOR CONSIDERATION	



## **JOB SHADOW QUESTIONS**

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Using the career research you have collected, develop a list of questions (five minimum) you want to ask. Write the questions on the provided lines. Please write in complete sentences and turn in a copy of your questions to the A.C.E. coordinator.

Take these questions with you when you job shadow. Place your answers to the questions in the blank space provided directly under the question. Keep this handout as you will need it to write your concluding report/evaluation.

<b>Question 1:</b>
<b>Question 2:</b>
<b>Question 3:</b>
<b>Question 4:</b>
<b>Question 5:</b>

## JOB SHADOW TASKS LIST

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Using the career research you have collected, determine at a minimum of five (5) tasks you actually think you will observe on your job shadow. Write these tasks in the space provided. Be specific in explaining the tasks. You may list up to ten tasks.

Take this list with you when you job shadow. Put a checkmark next to the tasks you observe. Keep this list. You will need it to write your concluding report/evaluation.

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**\* = required**

\*Task 1: \_\_\_\_\_

\*Task 2: \_\_\_\_\_

\*Task 3: \_\_\_\_\_

\*Task 4: \_\_\_\_\_

\*Task 5: \_\_\_\_\_

Task 6: \_\_\_\_\_

Task 7: \_\_\_\_\_

Task 8: \_\_\_\_\_

Task 9: \_\_\_\_\_

Task 10: \_\_\_\_\_

# STUDENT JOB SHADOW REPORT & EVALUATION

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Upon completion of your job shadow, you must fill out this report & evaluation. The form **must be completed within one week** of your job shadow experience. You will not be counted as excused for a job shadow until all steps have been completed.

Student Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date of Job Shadow: \_\_\_\_\_

Occupation Observed: \_\_\_\_\_

**Please rate the following questions or statements.** (#1 is the lowest, #5 is the highest)

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How would you rank your overall experience?	1	2	3	4	5
Was your experience worth the time away from school?	1	2	3	4	5
Shadowing increased my understanding of the workplace.	1	2	3	4	5
My shadowing experience helped me to think about career options.	1	2	3	4	5
Would you recommend this business as a shadow for other students?	1	2	3	4	5

**Complete the following questions.**

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Did you arrive at your business shadow on time? <i>If not, please explain.</i>	Yes	No
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What did you like best about your job shadowing experience?

What did you like least about your job shadowing experience?

Would you consider pursuing a career in this field? Why or why not?

- **Turn in Job Shadow Report, Questionnaire and Thank you letter to the case-manager or transition specialist.**

**SAMPLE THANK YOU LETTER**

Your address  
City, State Zip

(3 spaces)

Date of letter

(4 spaces)

Mr./Mrs./Dr. Contact's Name

Company

Street Address

City, State Zip Code

(2 spaces)

Dear Mr./Ms./Dr. Contact's Last Name:

(2 spaces)

**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, and 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 computer 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!** (4 spaces)

Type your first and last name here.

**Required documentation!**

**Upon completion, make a copy and turn it in to Mrs. Ott.**

**Mail the letter within a week of the job shadow.**