

JOB SHADOW INFORMATION SHEET

Job shadowing involves you “observing” an employer/business for a half-day (at least four hours) to view the duties they perform and the atmosphere they work in. You are to try and job shadow the career you have completed your report on.

Name: _____

List that career here: _____

Now list some local places/businesses that represent your career that you have chosen.

Business	Town
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Circle the business that most interests you and list the business’ telephone number.

Business: _____ Tele. No. _____

Discuss this place with Mrs. Hill to make sure it is approved by her before you make arrangements with them. Remember: This job shadow must match your desire or assessments. You cannot just job shadow anywhere.

You may use class time to call this business. But, before you call to arrange this, you will need to gather some information:

*the date that will work for you to job shadow—check your planner. Don’t use a Monday where you will be doing other things.

*choose a time that will work for you—not a time where you have made previous arrangements

*arrange your transportation

*think of how you will present your call to them. Write it down.

Hi, my name is _____ and I am a junior/senior at Valley High School in Gilcrest. As a class project, we are to job shadow a career of interest. After completing my Career Research Report, this is the area I have chosen to job shadow. I am hoping you will allow me to do this on _____ (date) with someone there in your office. May I speak to that person now? (you may have to repeat this information when your person gets on the phone. Then...)

What is the person's name that I will be doing the job shadow with? _____ During the job shadow, I will be watching you perform your daily duties and responsibilities. I will not be allowed to participate in these myself. I will be asking a few questions at the end of our time together. What day would work better for you? _____ What time would be better with you? In the morning for four hours or in the afternoon for four hours? I am confirming your address of _____.

Are there any specific directions as to how I should enter the building?

Student: when you are done with this phone call, give all of this information to Mrs. Hill who will write it down for part of your grade.

INFORMATION TO KNOW BEFORE THE SHADOW

Do not ask them personal questions (i.e.: How long have you been married? How much money do you make? What kind of laundry detergent do you use?)

You want to stand out of the way during the shadow. You should not volunteer here at this job. Don't perform any work duties. If they ask you to, say "no thank you—we are not allowed to do that".

Be sure to take a notebook, clipboard, and pencil that day.

Dress nice. No jeans. Be early. Get directions.

Watch them perform their duties. Notice what they are doing and what you would be doing in this career.

You will ask the questions at the end of the four hours—after your observation. All you do is **observe**.

You will be scheduling your mock interview on a Monday when we don't have school, so the time (morning or afternoon) is really up to you.

You may not job shadow at this high school.

If they have any handouts or pamphlets there, you may ask for one.

Say thank you.

This entire project is due _____.

These are the papers/things that need to be given/reported to Mrs. Hill:

<u>Papers Due</u>	<u>Date Due</u>	<u>Points Possible</u>
your verbal information as to date, place, time, person you will be job shadowing (after your phone call with them)		30
give Mrs. Hill a copy of your driver's license and your insurance card		10
Job Shadow Release Form (signed by parent/guardian— <u>before</u> the shadow)		20
Job Shadow Information Form (all pages) (after the job shadow)		150
Student Job Shadow Evaluation (completed by employer—turn in after job shadow) (if no signature, no credit)		50
Thank you letter to interviewer		40
Student Evaluation		50
TOTAL POINTS POSSIBLE		<u>350</u>