

Job Shadow Guide for Students



Employers:

Job shadowing is an opportunity to introduce students to a specific career. Employers can provide an overview of their organization and share career advice and tips on balancing life and work.

Students:

Job shadowing is an opportunity to gain valuable exposure to a career they are interested in pursuing following graduation. Shadowing helps create a better understanding of the work environment and the skills required for specific occupations.

Sponsored by Celina Schools and CHAMP

*Additional information may be downloaded from the Celina High School website at:
www.celinaschools.org/celina_high_school.htm

STUDENT PREPARATION FOR THE JOB SHADOW EXPERIENCE

Once you have found someone to shadow, you will need to contact him or her to set it up. You can do this through a letter or by calling to make an appointment. If you choose to write, include who you are, why you want this opportunity and how you can be reached.

* A sample letter has been included in this pamphlet.

Policies and Procedures:

- Research the job you are interested in shadowing.
- Call ahead to verify job shadowing date and time.
- Dress appropriately for the business you are visiting.
- Maintain the confidentiality standards of the business. Some businesses, such as counseling and medical centers, rely on complete employee confidentiality.
- Safety rules must be maintained at all times.

Basic Interpersonal Skills:

- Be polite, appreciative, positive and enthusiastic
- Stay on task
- Never take anything from the job shadow site

Basic Communication Skills:

- Listen carefully
- Speak clearly
- Maintain direct eye contact
- Ask for clarification if you do not understand something

Fundamental Skills:

- Demonstrate the willingness to learn
- Follow directions
- Demonstrate responsibility
- Respond positively to any constructive criticism

*At the conclusion of the job shadow experience, thank the employer for his/her time, and remember that the employer altered his/her typical day to help you with your job shadow experience.

*A short, hand written note needs to quickly follow the job shadow experience.

Questions to Ask the Employer

- When did you decide to pursue a career in this field?
- What other jobs did you consider before deciding on this one?
- What skills and education are required for the job?
- What do you like most about your job?
- What do you like least about your job?
- What is a typical day like?
- What are your hours/days of work?
- What advice would you give to those considering this same career?
- What is your perception of the job outlook for this career?
- What are some of the surprises you have had in this job?
- Were you employed in another profession before coming into this position?
- Why did you change professions?
- Does this profession provide medical insurance, pension plans, training and education or employee social activities?

Notes from the job shadow experience:

EMPLOYER JOB SHADOW FORM

Name:

Company:

Type of Business:

Address:

Phone Number:

Contact Person:

Business Hours:

How would you like to be contacted? Letter Phone Call FAX

Would you be interested in having a student for an extended job shadow experience, or internship? Yes No

If yes, please clarify:

List of Jobs That Can Be Observed:

Additional Pertinent Information:

TIPS FOR EMPLOYERS

- *Students should spend a half-day or full-day visiting your organization, investigating a career field and experiencing a typical day on the job.
- *Introduce the student to the mission of the workplace, policies and procedures.
- *Present information about the organization, products or services, and the types of markets in which these products are used.
- *Talk about safety considerations, if applicable, as students may be unaware of workplace danger.
- *Students should have an opportunity to tour the site, "shadow" an employee(s), and participate in workplace activities.
- *Employers can provide an overview of the organization and share career advice and tips on work/life balance.
- *Students should be encouraged to talk about their interests and abilities and incorporate that information into discussions regarding career or industry employment choices.
- *Students will ask questions to better understand the work and environment and types of skills required for the occupation.
- *Employers might want to share their individual career path and how their career decisions were made.
- *Employers could share hiring policies and what they look for in an employee.
- *Talk to students about professional demeanor, dress, language, or interpersonal skills that are appropriate to your organization

SAMPLE COVER LETTER TO REQUEST A JOB SHADOW

5555 Penny Lane
Pleasantville, Hawaii
333-444-5555

Ms. Pretty Driven
232 Career Drive
Pleasantville, Hawaii

Dear Ms. Driven:

I am currently a student at Celina High School and considering banking as a career. A family friend, Gett A. Head, suggested that you might be willing to let me spend a day observing your workplace so that I can learn more about banking.

I would be very grateful if you would allow me to observe you for a half or full day as you go about your usual schedule. This experience could provide me valuable information as I continue to explore careers.

Thank you so much for considering my request. I will call you the week of October 3rd to check on the possibility of job shadowing. If you would like to contact me before that time, please free to contact me at 111-222-3333 or via email at myles333@yahoo.com.

Sincerely,
Myles Toogo

Student Profile

[This form should be completed and mailed or delivered to the job shadow employer.]

Student Name:

Address:

City:

Home Phone:

Emergency Contact Name:

Emergency Contact Phone Number:

Birthdate:

Career Interests:

Physical Restrictions? Yes No

If yes, please explain:

Please explain any medical barriers to employment:

JOB SHADOW AGREEMENT

THE STUDENT AGREES TO:

1. Dress appropriately for the job site.
2. Conform to the rules and regulations set forth by the employer.
3. Be punctual and notify the employer in case of absence.

THE PARENT OR GUARDIAN AGREES TO:

1. Assume responsibility for the personal conduct of the student.
2. Assume responsibility for the transportation of the student to and from the job shadow site.

THE SCHOOL AGREES TO:

1. Provide employability and job shadowing materials to the parents and students.

THE EMPLOYER RESPONSIBILITIES ARE TO:

1. Provide orientation to the workplace with supervised work experience and training.
2. Provide a safe work atmosphere for the student.

Signature of Student:

Date:

Signature of Parent:

Date:

Signature of Worksite Supervisor:

Date: