



## JOB SHADOW EXPERIENCE

A job shadow experience involves spending a few hours at a workplace with a professional who shares information about his/her occupation, career field and place of employment. It's an opportunity to view a specific occupation without too much of a time commitment. A job shadowing opportunity is not only helpful in professions where it poses difficult to participate in a more hands-on experience like an internship; a job shadow can also assist with narrowing down ones career search.

Job Shadow programs can be managed a number of ways in a school setting. They can be run through a Guidance Office, CTE program, or as part of specific course curriculum. This type of experience can be quite flexible in nature and doesn't necessarily need to be run through a formal school program. When unavailable in a formal school program, students are encouraged to coordinate job shadow experiences during their school breaks (summer vacation, extended weekends or holiday breaks).

If planning the experience during the school day – and not part of a formal program – you must work with school administration to allow for a full or half day release with parent permission.

Students should think outside the box when planning where they'd like to job shadow and be open to many experiences. In some situations, the local community may not have the career opportunities they seek; therefore students must extend their search beyond their local community and reach out to professionals in the career fields of interest. If necessary, students should consider coordinating a job shadow with these professionals despite the miles between. If travel is not an option, utilizing technology (e.g. Skype, FaceTime or email) is an excellent alternative to learn more about possible career options from professionals.

Once a student has coordinated an experience, but before they begin the experience, students are encouraged to research the company and profession they will visit and develop questions like: "What do you do in your job? What education and/or training do you have? What other jobs did you have before this one?" Students should use the "Informational Interview Guide" for other questions to ask while on a job shadow experience.

From a job shadow experience, students can:

- Increase their knowledge of possible careers, occupations and possible employment opportunities - within their community or otherwise.
- Confirm or refine their interest in a career field; or learn that it's not for them.
- Expand their networks.
- Sharpen their public speaking and other business skills.
- Discover internship opportunities.

The materials provided in the packet will assist schools in offering a more formal job shadow program. This packet is intended to be a "menu" for schools to use in designing their local program. Please use what you need and adapt to fit your school; tailor the program and forms to fit your needs, resources and schedules.



## **JOB SHADOW EXPERIENCE REQUIREMENTS - STUDENTS**

- You are be responsible for turning in your required paperwork to Mrs. Pohlkamp or Mrs. Bueckers or it will be marked as an unexcused absence for the day you miss school.
- You may not job shadow a family member.
- You or your parents are to provide transportation to and from the job shadow site.
- Be sure to dress appropriately for the job or business you are visiting; professional attire is expected at most job locations.
- Know what you are doing for lunch (if applicable).
- You are representing Pierz School District. Please be respectful and courteous. This is an amazing opportunity for Pierz Healy High School students and we want to continue providing the job shadowing experience in the future.
- Write a Thank You letter/card upon completion of the experience.

## **JOB SHADOW GUIDELINES AND CHECK LIST**

1. Prepare for the Job Shadow Visit
  - Contact prospective job shadow mentor. Arrange an appointment (exact time, date, and location)
  - Complete the required forms and turn in to the Career Advisor, Geri Pohlkamp, at least 3 days prior to scheduled visit.
    - \_ Job Shadow Registration & Parent Permission Form
    - \_ Teacher Signature Form
  - Call your job shadow mentor 1-2 days prior to your shadow to confirm details (time to arrive, location, what to wear, who to report to, and lunch – if applicable)
  - Take a copy of your Parent Permission Form, Interview Questions, Evaluation Worksheet and a notebook to the job shadow to record what you experienced and learned.
2. Complete the Job Shadow Experience
  - Record the responses to the Interview Questions from your job shadow mentor.
  - Complete the Evaluation Worksheet describing what you observed during your job shadow.
  - Write a Thank You letter to your job shadow mentor.
  - Turn in forms to the Career Advisor, Geri Pohlkamp no later than one week after you complete your job shadow.
    - \_ Completed Interview Questions
    - \_ Completed Evaluation Worksheet
    - \_ Thank You letter/card in a properly addressed and stamped envelope

*You will not be counted absent for being gone for a Job Shadow Experience if all the forms are completed and turned in to XX staff member within the required timeline. If these forms are not turned in, and you were not in school the day of your scheduled visit, your absence will be treated as an unexcused absence.*



## JOB SHADOW REGISTRATION & PARENT PERMISSION FORM

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

What occupation are you planning to shadow: \_\_\_\_\_

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

Date of approved job shadow: \_\_\_\_\_

Organization/Company Name: \_\_\_\_\_

Job Shadow Mentor Name & Title: \_\_\_\_\_

Mentor Phone: \_\_\_\_\_

Mentor Email: \_\_\_\_\_

**To participate in a job shadow experience, I agree to:**

1. Schedule a date and time for the experience.
2. Return the Registration/Parent Permission Form to Mrs. Pohlkamp at least 3 days prior to scheduled date.
3. Complete all assignments for classes I will miss and turn in according to teacher's wishes.
4. Arrange for my transportation to and from the job shadow site.
5. Return completed Interview and Evaluation Worksheets to Mrs. Pohlkamp no later than 5 days after experience.
6. Write a Thank You letter/card to my mentor.

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

I HAVE READ ALL INFORMATION REGARDING JOB SHADOWING. I UNDERSTAND THE PIERZ SCHOOL 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.

If you have any questions, please contact Mrs. Geri Pohlkamp by email or phone

\_\_\_\_\_  
Parent Signature Date

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

\_\_\_\_\_  
Parent Signature



## JOB SHADOW EVALUATION WORKSHEET

This form is to be completed by student immediately after returning from job shadow. This must be turned in to Mrs. Pohlkamp within 5 days of your experience for your absence to be excused.

Name \_\_\_\_\_ Date of Experience \_\_\_\_\_

Job Shadow Business \_\_\_\_\_

Job Shadow Mentor \_\_\_\_\_

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				

Write a Thank You letter/card to be sent to your job shadow mentor 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 you note 1 or 2 specific things that were especially meaningful to you. Remember to sign the letter/card. Return the letter to XX Staff Member to be mailed.



## JOB SHADOW INTERVIEW WORKSHEET

Student name \_\_\_\_\_

Job Shadow Mentor \_\_\_\_\_

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, however, make sure you give a thorough response. You are the interviewer, so YOU do the writing. This form must be turned in to Mrs. Pohlkamp within 5 days of experience for your absence to be excused. Feel free to ask more questions than what are on this worksheet. The "Informational Interview Guide" is provided as a resource for additional questions.

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 mentor (upon completion of visit)*

\_\_\_\_\_  
*Date*

Time participant arrived \_\_\_\_\_ Time job shadow concluded \_\_\_\_\_



## INFORMATIONAL INTERVIEW GUIDE

### WHAT WORK IS LIKE

1. Could you describe one of your typical workdays?
2. What skills are required in your position on a day-to-day basis?
3. What parts of your job do you find most challenging?
4. What do find most enjoyable?
5. Are there any negatives to your job?
6. How many hours do you work in a typical week?
7. Which seasons of the year are toughest in your job?
8. How would you describe the corporate culture?

### STATE OF THE INDUSTRY

1. Is this field growing enough so that there's room for someone like me?
2. Are too many or too few people entering this profession?
3. What developments on the horizon could affect future opportunities?
4. Has this industry changed dramatically in the past five years? What have you seen from inside your company? Where do you think the changes will happen in the next five years?
5. How frequently do layoffs occur? How does it affect employees' morale?
6. Why do people leave this field or company?
7. Who are the most important people in the industry today?
8. Are there opportunities for self-employment in your field? Where?

### MONEY AND ADVANCEMENT

1. What would be a reasonable salary range to expect if I entered this field? What is the long-term potential?
2. What is the advancement potential in the field? What is a typical path?
3. How did you get your job?
4. If you could start all over again, would you change your career path in any way? Why?
5. How long does it take for managers to rise to the top?
6. What is the background of most senior-level executives?

### SKILLS AND EXPERIENCE

1. What educational preparation would you recommend for someone who wants to advance in this field?
2. What qualifications do you seek in a new hire?
3. How do most people enter this profession?
4. Can you recommend any courses I should take before proceeding further with my job search?
5. What companies or industries do you think I should focus?



### **FITTING IN**

1. Would the work involve any lifestyle changes, such as frequent travel or late-night business entertaining?
2. Considering all the people you've met in your field, what personal attributes are essential for success?
3. Taking into account my skills, education and experience, what other career paths would you suggest I explore before making a final decision?

### **MORE INFORMATION**

1. Where can I get up-to-date information on salaries, employers and industry issues?
2. What professional journals and organizations should I be aware of?
3. Is there anything else you think I need to know?
4. Who else would you recommend I speak with? When I call, may I use your name?

**Remember to always express your appreciation and to follow up with a thank you letter or email.** If you are referred to another professional for assistance, make sure you let the original contact know the result of your outreach to that new referral.