

# **Job Shadow** **Packet**



## JOB SHADOWING CHECKLIST

<u>Student Name</u>	
<u>Company Name</u>	

Attached are your instructions and materials to use when you go on a Job Shadow.

Check off each step as you receive or complete it.

<u>Job Shadowing Confirmation Form</u>	Keep your copy with you. Be sure to note the details -- time of arrival and departure, lunch arrangements, name of contact person.
<u>Resume &amp; Letter of Introduction</u>  <u>Due Date:</u>	You will need to complete a "perfect" resume and letter of introduction which will be sent to the employer before the job shadow. This will help the employer to know a little bit about you and what you hope to see and learn.
<u>Student Contract &amp; Parent Authorization Form</u>  <u>Due Date:</u>	Make sure you have <b>ALL</b> the required signatures Student Contract (Section 1) Travel Arrangements (Bottom of front side) Parent/Guardian Permission (Section 2) Parent/Guardian Permission for student driver (Section 3) if applicable
<u>Teacher Authorization Form</u>  <u>Due Date:</u>	Make sure you have <b>ALL</b> signatures. You must prearrange your time off campus. You are responsible for completing any assignments you will miss.
<u>Job Shadowing Worksheet</u>  <u>Due Date</u>	Use your worksheet as a guide for gathering information. Please try to gather this data by "observing" what people are doing. <b>DO NOT ASK QUESTIONS WHEN PEOPLE ARE BUSY. Be sure to bring paper, pen or pencil.</b>
<u>Job Shadowing Evaluation Sheet</u>  <u>Due Date:</u>	This form is for you to complete and reflect upon your experience. Do you know more about this occupation?
<u>Thank You Letter</u>  <u>Due Date:</u>	It is important to thank the person you shadowed in writing.
<u>FINALLY...</u>	<b>ENJOY YOUR DAY!</b> Many people have worked hard to make this a different way for you to learn. Even if you feel that you would not like to have the job that you are observing, please remember that it is important to the person who is doing it. Your interest and good behavior will be remembered.

**JOB SHADOWING PROGRAM**  
**STUDENT CONTRACT & PARENT AUTHORIZATION**

<u>Student Name</u>	
<u>Company Name</u>	
<u>Type of Business</u>	
<u>Contact Name</u>	
<u>Phone</u>	
<u>Fax</u>	
<u>Address</u>	
<u>City/State/Zip</u>	

<u>Shadow Date</u>	
<u>Time</u>	<u>Begins</u> _____ <u>Ends</u> _____

Your student has been offered the opportunity to participate in a Job Shadowing Experience. A local business has offered this opportunity to visit and gain an understanding of what a typical business day is like for workers and how they accomplish their work. Upon arrival your student will be met by a host employee who has volunteered to be responsible for your student's visit.

**Student Responsibilities - In order to participate students must:**

- ¥ Return a signed student contract & parent/guardian permission form.
- ¥ Return signed, notarized indemnity form (if applicable)
- ¥ Have written permission from teachers whose classes will be missed.
- ¥ Complete a "perfect" resume & letter of introduction.
- ¥ Dress appropriately. No jeans, hats, shorts, or tee-shirts with logos.
- ¥ Arrive "on time" for job shadowing appointment.
- ¥ Bring lunch or meal money (if applicable).
- ¥ Display appropriate behavior at all times.
- ¥ Obtain verification signature of employer.
- ¥ Upon return to school, complete Worksheet, Evaluation & Thank You Letter.

**Meal Arrangements**

	Bring a sack lunch or bring \$_____ to purchase meal
	Company will provide meal for you

**Travel Arrangements - MUST BE COMPLETED BY PARENT/GUARDIAN**  
**Student transportation may be chosen from one of the following options:**

	<u>Student will take public transportation</u>
	<u>Student will be driven to and from the job shadow by parent or guardian</u>
	<u>Student will drive himself/herself without passengers</u> <b><u>Please complete Section 3 on back</u></b>
	<u>Other (describe in detail)</u>

<b><u>SECTION 1</u></b>	<b><u>STUDENT CONTRACT</u></b>
<p>1) <u>I understand the importance of the Job Shadow to my education at _____ School, know that it is a privilege to participate and that people outside of school are giving up valuable time to help me learn about their jobs.</u></p>	
<p>2) <u>I agree to complete all of the requirements of the Job Shadow Program.</u></p>	
<p>3) <u>I understand that I am responsible for making up work in classes that I miss.</u></p>	
<p>4) <u>I agree to conduct myself appropriately at all times during my job shadow, including time spent being transported to and from the job shadow.</u></p>	
<p><b><u>Student Signature</u></b></p>	
<p><b><u>Date</u></b></p>	

<b><u>SECTION 2</u></b>	<b><u>PARENTAL/GUARDIAN PERMISSION</u></b>
<p>1) <u>I give permission for my son/daughter to be released from school to visit the business site listed on the previous page for the purpose of job shadowing.</u></p>	
<p>2) <u>I understand and approve of the travel arrangements as checked on the previous page.</u></p>	
<p>3) <u>I agree to support _____ High School and will impress upon my student the need to display appropriate behavior at all times during the job shadow, including time spent being transported to and from the job shadow.</u></p>	
<p><b><u>Parent/Guardian Signature</u></b></p>	
<p><b><u>Date</u></b></p>	

<b><u>SECTION 3</u></b>	<b><u>PARENTAL/GUARDIAN PERMISSION FOR STUDENT DRIVER</u></b>
<p>1) <u>My child/guardian will be driving himself/herself without passengers. I acknowledge and agree that we have liability insurance on the vehicle being driven. The vehicle in question does carry statutory minimum liability limits and is written with the following company:</u></p>	
<p><b><u>Insurance Company Name</u></b></p>	
<p><b><u>Policy Number</u></b></p>	
<p>2) <u>I agree and understand that the insurance on the vehicle is primary and we will be responsible for any physical damage, repairs, maintenance, including gas, arising out of this program.</u></p>	
<p>3) <u>I agree to hold the _____ School District harmless for any liability rising out of the acts of my child/guardian.</u></p>	
<p><b><u>Parent/Guardian Signature</u></b></p>	
<p><b><u>Date</u></b></p>	

**JOB SHADOWING PROGRAM**  
**TEACHER AUTHORIZATION**

The following student has been offered the opportunity to participate in a Job Shadowing Experience. The student is requesting permission to be excused from classes.

<u>Student Name</u>	
<u>Grade</u>	
<u>Company Name</u>	
<u>Shadow Date</u>	
<u>Time</u>	

<u>Teacher Approval</u>	<u>Sign Below</u>
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<u>Period</u>	<u>Class</u>	<u>Teacher</u>	<u>Assignments/ Comments</u>	<u>App.</u>		<u>Teacher Initials</u>
				<u>yes</u>	<u>no</u>	
<u>1</u>						
<u>2</u>						
<u>3</u>						
<u>4</u>						
<u>5</u>						
<u>6</u>						
<u>7</u>						
<u>8</u>						

<u>STW Coordinator Approval</u>	
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## JOB SHADOWING WORKSHEET

<u>Student Name</u>	
<u>Company Name</u>	
<u>Name of Person you Shadowed</u>	
<u>Shadow Date</u>	

<u>Employer Verification Signature</u>	
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Step 1 While at your shadow experience site, write down as many details as possible on a separate sheet of paper. Use this worksheet to ask questions of the person you are shadowing. You should also try to ask some of your own questions.

Step 2 Use the information from your interview and observations to complete this worksheet.

- 1) What is the main purpose of this organization?
  
- 2) What is your job title?  
What are your responsibilities?
  
- 3) How many hours do you work each day?
  
- 4) What is your job like? On a typical day, what do you do?
  
- 5) What type of education or training do I need to do this job?
  
- 6) How did you decide to do this type of work?
  
- 7) What things (for example, work, activities, classes or hobbies) did you do before you entered this occupation?
  
- 8) What do you like most about your job?  
  
What do you like least about your job?
  
- 9) What is the salary range for someone working in this field? What is an average starting salary?

- 10) Are there other activities you are expected to do outside of work hours?
- 11) Has technology affected your work in any way? How are computers used in this job?
- 12) What other local companies hire people in this occupation?
- 13) Do you have any advice for me as I consider career choices?
- 14) Please write down two of your own questions before you go on your job shadow. Write your answers in the space provided.  
Question #1

Answer

Question #2

Answer

**JOB SHADOWING  
STUDENT EVALUATION/REFLECTION SHEET**

<b>Student Name</b>	
<b>Company Name</b>	
<b>Name of Person you Shadowed</b>	
<b>Shadow Date</b>	

**Complete all 7 questions:**

1. What type of work did you observe during your job shadow?
  
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 do you think was the most important thing that you learned from the exp
  
6. Would you consider a career in this field? Why or why not?
  
7. Write a brief summary about what your job shadow meant to you.

**JOB SHADOWING PROGRAM  
THANK YOU LETTER GUIDELINES**

It is important to thank the person who you shadowed. A thank you note does not have to be lengthy, however you should try to personalize it by including at least two things you learned while on the job shadow. Let your host know why the job shadow was important to you or what you particularly enjoyed,.

Date

Dear Mr./Ms. \_\_\_\_\_,

Use the following ideas to help you write your note. Be as specific as possible, and try to include at least two things you learned while on the job shadow.

- ¥ Thank your host for their time.
- ¥ Write about something that you learned or found interesting.
- ¥ Write about something that you enjoyed during your job shadow.
- ¥ Explain what this experience meant to you.

Sincerely,

Your Name

# Student Job Shadow Survey

Name

Date

Year in School

First Period Teacher

Class/Teacher

1) I have selected the following constellation as my career pathway:

Arts & Communication	Industrial & Engineering
Business & Management	Systems
Health Services	Natural Resources
Hospitality	Tourism & Recreation
Social & Human Services	

2 a) I became interested in this career pathway due to:

*Check all that apply and briefly explain in the space provided:*

Classes I have taken  
Projects I have completed  
Extracurricular or outside school activities  
I know someone in this field  
Company Tour  
Other

***Explain:***

3) List two careers you would like to shadow and why:

***Career #1***

***Why***

***Career #2***

***Why***

## JOB SHADOW CONFIRMATION WORKSHEET

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Today's Date:

Taken by:

Shadow Date:

Time Begin:

Time End:

<b>COMPANY:</b>			
Address:			
Contact #1			Phone
Contact #2		Title:	Phone
Fax	New	Past Experience	
<b>REQUIREMENTS:</b>			
Age:		Food:	
Notarized Indemnity:		Cafeteria:	
Travel Indemnity:		Bag:	
Other:		Money:	
		Business Provide:	
<b>TRANSPORTATION</b>			
Bus (if applicable)	Leave DDHS	Pick Up at Business	Return DDHS
Comments:			
<b>STUDENT INFORMATION</b>		# Opportunities	<b>POSITIONS:</b>
1.			6.
2.			7.
3.			8.
4.			9.
5.			10.

<b>COMMENTS :</b>

<b>BEFORE SHADOW:</b>	
<b>DONE</b>	<b>DESCRIPTION</b>
	Confirmation letter sent to business
	Student resume & letter of introduction sent
	Bus scheduled (if applicable)
	Packet to student(s)
	Student contract signed
	Parent/Guardian authorization signed
	Student driver Parent/Guardian authorization signed (if applicable)
	Teacher authorization signed
	Notarized indemnity returned (if applicable)
	Travel indemnity returned (if applicable)
	Confirming call made to business prior to shadow visit

<b>AFTER SHADOW:</b>	
<b>DONE</b>	<b>DESCRIPTION</b>
	Student worksheet returned to STW Office
	Student evaluation returned to STW Office
	Student thank you letter returned to STW Office
	JY thank you letter sent to business
	Evaluation(s) sent to business
	Certificate sent to business
	Student thank you letter sent to business
	Evaluation(s) returned by business

<b>STW OFFICE:</b>	
<b>Comments:</b>	

<b>EVALUATION:</b>	
<b>Student(s):</b>	

<b>EVALUATION:</b>	
<b>Business:</b>	



LETTER TO EMPLOYER - CONFIRMING JOB SHADOW

*Date*

*Contact Name*  
*Company Name*  
*Address 1*  
*Address 2*

Dear *Contact Name*:

Thank you very much for agreeing to host *Student Name* for a job shadow. We feel this is an excellent opportunity for our student to learn about your profession as well as information about the "real world" workplace.

Enclosed is a cover letter and resume written by *Student Name*. Hopefully, this will give you and your staff some background information and also give you some idea of what *Student Name* hopes to see and learn. I have also enclosed a copy of our "What is a Job Shadow?" brochure to give you some background information about our program.

To confirm our conversation, the job shadow is scheduled for *Date And Time*.

Again, many thanks for your participation. Please feel free to call me at \_\_\_\_\_ if you have any questions or need additional information. We at \_\_\_\_\_ appreciate *Company Name*'s commitment to education and are very grateful for the opportunity you are giving our students.

Sincerely,

Signature  
Title

**THANK YOU LETTER TO EMPLOYER - JOB SHADOW**

*Date*

*Contact Name*  
*Company Name*  
*Address 1*  
*Address 2*

Dear *Contact Name*:

Thank you and your staff for the exceptional learning experience you provided for *Student Name* during *his/her* job shadow. I have heard many positive, enthusiastic comments from *him/her*.

Enclosed is *Student Name*'s thank you note. Also enclosed is an Employer Evaluation form. We would appreciate your comments to help us as we work to assess and improve our job shadow program.

Again, many thanks for your participation. We at \_\_\_\_\_ appreciate your support of our program and are very grateful for the opportunity you have given our student.

Sincerely,

Signature  
Title

## JOB SHADOWING EMPLOYER EVALUATION

Thank you for hosting a \_\_\_\_\_ student at your place of work. We are very interested in the long-term success of our program and would appreciate your taking a few minutes to share your assessment of the job shadow experience(s). Your input will be very valuable as we work to assess and improve our job shadow program.

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
 Business/Agency Name \_\_\_\_\_  
 Student Name \_\_\_\_\_  
 Date of Job Shadow \_\_\_\_\_

Using the following scale of 1-4, please rate the student in the following areas:

4 Exceeds Expectation	3 Meets Expectation	2 Below Expectation	1 Unacceptable
1. Punctuality			
Reported to job shadow on time	4	3	2
2. Professional Appearance			
Dressed appropriately	4	3	2
Clean and well groomed	4	3	2
3. Professional Conduct			
Appropriate behavior at work site	4	3	2
4. Communications			
Related well to host and others	4	3	2
Asked pertinent questions	4	3	2
Demonstrated good listening skills	4	3	2
Demonstrated interest in the experience	4	3	2
5. Overall Evaluation			
Please rate your experience	4	3	2
6. Do you have any suggestions for improving the job shadow program?			

7. Comments: (Please feel free to offer any additional comments on the back of this form.)

Please return to: Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

# Certificate of Award

Company Name

Is hereby recognized by

\_\_\_\_\_ High School

For outstanding Achievement & Participation

School-toWork Program

For the school year 199\_\_-199\_\_

Principal