**Job Shadow Guidelines & Check List**

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

**STEP ONE: PREPARE FOR THE JOB SHADOW VISIT**

 1. Contact prospective job shadow host, arrange appointment (exact time, date, and location). If organization is unable to accommodate you, ask for other leads.

 2. Complete the following forms and turn in to Mrs. Armstrong a week in advance

 **\_\_\_\_ Job Shadow Permission Form**

 **\_\_\_\_ Teacher Permission Form**

 **\_\_\_\_ Shadow Confirmation Email**

 3. Call your job shadow host a day or two before your shadow to confirm details (time to arrive, location, what to wear, and lunch (if applicable)

 4. Take a copy of your Parent Permission Form, Interview Worksheet, Evaluation Worksheet and a notebook to the job shadow to record what you experience and learn.

sTEP TWO: cOMPLETING THE JOB SHADOW EXPERIENCE

 1. Complete Interview Worksheet with responses from your job shadow host.

 2. Complete Evaluation Worksheet describing what you observed during your job shadow.

 3. Write a thank you letter to your job shadow host.

 4. **Turn in final forms to Mrs. Armstrong.**

 **Completed Interview Worksheet**

 **Completed Evaluation Worksheet**

 **Thank you Letter - emailed or typed letter/handwritten card with a properly addressed and stamped envelope**

**You will not be counted absent for being gone on if all the forms are completed and turned in to Mrs. Armstrong a week in advance. If they are not turned in, your absence will be treated as if you skipped a day of school.**

**Initial Shadow Request E-mail**

**The following templates are designed to help you compose an e-mail to request an opportunity to shadow and/or conduct an informational interview. Where there are blanks, fill in the appropriate information that is specific to the person you are contacting. Feel free to personalize the language, but keep it professional. Read over the text once before you send the e-mail to make sure that there aren’t any typos and that you haven’t left in any text from the template that shouldn’t be included.**

Dear Dr./Ms./Mr. \_\_\_\_\_\_\_\_\_\_:

My name is Rosso Ram, and I am currently a [year in school] at the Red Creek High School. I am in the process of exploring careers in \_\_\_\_\_\_ and I am very interested in the field of (e.g., dentistry, occupational therapy, pediatric oncology, etc.) \_\_\_\_\_\_\_\_\_\_. I am in the process of seeking out opportunities for shadowing and informational interviewing in order to better understand what it is like to be a \_\_\_\_\_\_\_\_\_\_. I found your contact information with the help of our College and Career Center. (Or, alternatively, I was given your contact information by your colleague, \_\_\_\_\_\_\_\_\_\_). If you are willing and your hospital/clinic/office allows students to shadow, I would welcome an opportunity to observe you work. I would also value the opportunity to have a short conversation over coffee or tea (my treat!) to hear more about your experiences and to get your advice on how to prepare for a career in \_\_\_\_\_\_\_\_\_\_. I realize that you are busy and that your time is valuable. If you have any questions or concerns, you can reach me by e-mail (\_\_\_\_@students.rccsd.org) or phone (###-###-####).

Thank you for your help.

Kind Regards,

Rosso Ram

**If their answer is “No.”**

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

Thank you for taking the time to respond to my e-mail. I understand that it is not possible to shadow with you at this time, but I appreciate that you followed up with me about my request. I would still welcome the opportunity to talk with you about your experiences as a \_\_\_\_\_\_\_\_\_\_ if that is possible. I also wanted to ask if you would be willing to put me in touch with a colleague or two that might be willing and available to shadow.

Thank you again for all of your help.

Kind Regards,

Rosso Ram

**Job Shadow Permission Form**

**Job Shadowing is an opportunity for a high school student to spend a day (a minimum of 5 hours) on the job with a person who works in an occupation in which he/she is interested. This experience is an important step toward career planning.**

**Job Shadow Information**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shadowing Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Shadowing Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number for Shadowing Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person You Will Shadow: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

His/Her Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date you will be shadowing: \_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_

**Guardian Permission**

I give permission for my son/daughter to participate in job shadowing. I understand that he/she will miss all or part of a school day on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Students will **not** be counted absent **if** they have turned in this permission form to Mrs. Armstrong a week in advance. I also understand that students are responsible for arranging their own transportation to and from the shadowing location, providing their own lunches, and making up any missed school work.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Parent’s Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent’s Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent’s E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher Signature Page**

In order for us to have a paper trail, you will need to get teacher signatures and approval a week prior to the day you are gone. **This sheet must be completed and turned in to Mrs. Armstrong before you go in order for** **you to be excused from this day of school**. Simply take this sheet to your teachers for signatures and assignments. **If you do the job shadow without handing everything in, your absence will be treated as if you skipped a day of school.**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Shadow Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 1 Teacher signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 2 Teacher signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 3 Teacher signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 4 Teacher signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 5 Teacher signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 6 Teacher signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period 7 Teacher signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature Date

**Job Shadow Interview Worksheet**

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Shadow Host \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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, but make sure you give a good answer. You are the interviewer, so YOU do the writing. This form must be turned in to Mrs. Armstrong for your absence to be excused.

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 host received upon completion of visit Date

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

**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. Armstrong for your absence to be excused.

# Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s date \_\_\_\_\_\_\_\_\_

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

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:

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 |  |  |  |  |

Construct a thank you note to be sent to your job shadow host 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.