



Job Shadow Program

What is Job Shadowing?

Job Shadowing is an opportunity for a student to spend time in a business observing employees during a typical work day. The student is usually paired with one or more employees while he/she observes, participates in and discusses the daily activities.

What are the Benefits?

Job Shadowing can provide experiences that are as unique as every person who participates. For the student who's never understood the point of school, job shadowing can show how education can be translated into a rewarding and financially secure future.

Student Benefits:

- Creates a relevancy of school to future jobs goals
- Provides a realistic perspective of work habits and attitudes
- Helps determine personal suitability of occupational and educational selections
- Demonstrates the connection between academics and careers, motivating students to learn by making their class work more relevant
- Introduces students to the requirements of professions and industries to help them prepare to join the workforce
- Builds community partnerships between schools and businesses that enhance educational experience
- Provides them with the knowledge and skills they will need to achieve their dreams

Parent Benefits:

Shadowing enables your son/daughter to experience or explore a career in which he/she has expressed an interest. It should help him/her to make decisions for the future. Your attitude, actions, support and opinions will aid him/her in this experience. Parental support and relationships can enhance and make this activity more meaningful. A decisive career choice can be a financial advantage to you as a parent as your child continues their education.

Procedure:

- Students may job shadow **once per year**.
- Students **must turn in Job Shadowing Form and Anticipated Absence Form**.
- Students **must present** their job shadowing experience to their mentoring group the next day or provide a one page summary of their experience.
- Students must write a personal note of thanks (see sample letter)
- Students are to acquire transportation to and from the employer's work site.
- **There will be no Job Shadowing allowed during the month of MAY.**

Job Shadowing Interview

This is a list of questions for you to use in your shadowing experience. Feel free to add your own questions. BE SURE TO THANK THE BUSINESS PARTNER FOR HIS/HER TIME.

Name of person being shadowed: _____

Job Site: _____

1. Please describe some of your responsibilities in this job, including the typical activities during your work day.

2. How did you first become interested in this career?

3. What kind of training or additional schooling is required to work in this career?

4. What school subjects do you use most in this career? (Reading, Maths, English, Foreign Language, Work & Family, Computer Science, Science, Social Studies)

5. What do you think are the two most important qualities or skills that would help someone interested in this career achieve success?

6. What do you enjoy most or find the most rewarding about your career?

7. What would you change about this particular job if you could or what part don't you enjoy?

8. What kind of advancement opportunities are there in your field?

9. How might this job change in the next five years?

Job Shadowing Authorization/Verification of Attendance

This form must be presented to an Administrator along with an Anticipated Absence form before any student may participate in the Job Shadowing Program.

Student Name: _____ Date of Visit: _____ Time of Visit: _____

Job Site: _____

Address: _____

Name of Person to be shadowed: _____

Occupation to be explored: _____

Student Agreement:

I understand that it is my responsibility to make all necessary arrangements if I wish to participate in the Job Shadowing program. I will make arrangements for my own transportation and obtain all required signatures. I have read the requirements of the program and I agree to abide by both the school and business rules.

Student Signature

School Administrator Signature

Parent/Guardian Permission

I hereby give my son/daughter, _____ permission to participate in the Job Shadowing program sponsored by Paris High School. I understand that my child is responsible for their own transportation. I grant the workplace permission to photograph my son/daughter for promotional and educational purposes.

Parent/Guardian Signature

Home Phone

Business Phone

Verification of Attendance (for business partner signature)

Name of Student shadowing: _____

Date/Time of shadowing: _____

Name of Business/Address: _____

I verify that the above student did participate in job shadowing at the business listed above, at the date and times given.

Signature of Business Partner

Telephone Number

Sample Telephone Script

A phone conversation is easier if you have a direction to follow. If you know what you want to say before you begin, you sound more professional and your conversation will be shorter. The “uh, uh, uh...” factor is then removed. The following suggestions may help provide direction for your pre-visit conversation. These questions do not have to be asked in order. However, if the person allows you to take charge of the conversation, you can ask these questions in any order. Questions may be answered before you ask during conversation. In this case, do not ask the question again. If you already know the answer to a question, then you may not need to ask during the conversation. Below is a sample script you may follow. Be sure to have paper/pen/pencil on hand before you make your phone call.

Hello my name is _____. May I speak to _____?

Hello Mr./Mrs. _____, this is _____.

I am a student at Paris High School and I would like to plan a job shadowing experience with you.
(Explain Job Shadowing)

May I ask some questions so I will be prepared on the day you allow me to visit?

1. What day and time would you like for me to be there?
2. Where should I meet you?
3. Is there anything I should bring with me?
4. How should I dress?
5. Should I bring my lunch, or should I bring money to buy my lunch?
6. I will conduct myself in a courteous and responsible manner, but are there any special rules I need to know before arriving?
7. When will the shadowing work day end?
8. Thank you for your time. I will see you on _____ (date/time) at _____ (Job Shadow site).