

Job Shadowing Guide



Oswayo Valley High School
Guidance Department
Updated 10/08

Introduction to Job Shadowing

Job shadowing is a school/community experience that allows students to observe people in the community as they perform their regular job duties. It is a school-sponsored career exploration activity. During a job shadow, students observe an employee for a short period of time to learn about the business, industry or profession of the employee. Job shadowing is a short-term, work-place learning opportunity, with an emphasis on exploration, not work.

The job shadowing experience should be planned to provide the student with the opportunity to explore all aspects of the business or industry as well as the specifics of the job they are shadowing. Students may practice hands-on tasks associated with the job; they may not perform productive work which benefits the employer. At the point at which they become productive, it becomes work experience, and students must be paid.

Job shadowing provides an opportunity for partnership between schools and businesses which will result in..

- *Providing an opportunity for students to experience "real life" work in a career field;*
- *Motivating students to expand and meet their educational career goals;*
- *Developing a working relationship with the community;*
- *Preparing and motivating prospective employees; and*
- *Relating educational experience to career choice.*

The purpose of this JOB SHADOWING GUIDE is to provide the student with the **information, suggestions, and paperwork requirements** to make the Job Shadowing experience most beneficial to the student and the workplace mentor.



Students wishing to job shadow as part of their CULMINATING PROJECT should follow the instructions within this guide specific to that project.

Job Shadowing: Information

The Role of the Student

Every day you make choices which affect your future career and livelihood. By participating in job shadowing, you will observe employees engaged in a variety of tasks. You can explore what kinds of work interest you and what education and training prepare you to reach your career goals.

Prior to job shadowing, students need to...

- Arrange the dates and times for the visit;
- Complete the permission form (see page 7);
- Check with teachers for missed assignments; and
- Review questionnaire (see page 5).

While at the job site you are responsible for...

- Arriving on time;
- **Dressing** according to the standards of the particular site;
- Following business safety and security policies/procedures;
- Participating in the activities structured by your workplace mentor;
- Interviewing/questioning employees and/or mentor; and
- Securing the workplace mentor's evaluation (see page 6).

Once you return from job shadowing, be sure you...

- Complete the evaluation form (see page 5) and submit to the proper person;
- Write a **Thank-you letter** to the workplace mentor. Thank you letters are an important business courtesy. When you tell people how much you appreciate good things they have done, you reward them for their efforts, make a good impression, and encourage them to repeat their participation.



*Steps for completing Job Shadowing as part of the **Culminating Project**:*

- Step #1. Contact the workplace mentor at least two weeks prior to visit.*
- Step #2. Submit the "Workplace Information Sheet" (see page 8) to the instructor at least one week prior to visit.*
- Step #3. Submit "Permission Form" (see page 7) to office prior to visit.*
- Step #4. Job Shadow (remind the workplace mentor to complete and return the evaluation form – see page 6)*
- Step #5. Complete "Student Evaluation Sheet" (see page 5); submit to instructor within one week of visit.*
- Step #6. Write "Thank you" letter to workplace mentor; submit photocopy to instructor within one week of visit.*

Job Shadowing: Suggestions

How do you get the most out of your job shadowing experience? Successful students will demonstrate:

- A willingness to explore a variety of career options and to identify the education that would lead to them;
- A sincere desire to learn about the skills required in the workplace; and
- The ability to work with persons of different educational, economic, cultural, religious, and racial backgrounds.

If you need ideas on how to make good use of your Job Shadow time, consider these questions and conversation starters:

About Job Qualifications

- What types of education and/or training were required for this job?
- Did you have to interview, take any tests, complete an internship or apprenticeship?
- What personality traits are important?
- What kind of technical knowledge is required for the job?
- How are technology demands changing?

About the Job Duties

- How many hours do you work in a typical week?
- What kinds of things are you required to do as part of your job?
- Are you required to supervise other employees as part of your job?
- Do you have to depend on others in order to complete job assignments?
- Do you take work home?
- What choices do you have in making your schedule?

About the Salary and Benefits

- What are the salary ranges for different levels in this field?
- What types of fringe benefits are offered?
- How are “raises” earned?
- What is the opportunity for advancement/promotion?

About Personal Satisfaction

- What do you like best about the job?
- What don't you like about the job?
- How does your job affect your time away from work?
- Knowing what you know now, would you make a different career choice?
- What advice would you give a student interested in this career?
- What changes do you see in this occupation within the next 5-10 years?

[Job Shadowing: Required Paperwork]

Student Evaluation/Questionnaire

Oswayo Valley High School ❖ PO Box 610 ❖ Shinglehouse, PA 16748

Student Name: _____ Date of Job Shadow: _____

Person(s) Shadowed: _____ Hours on Job Site: _____

Job Site: _____

1. Describe the type of work observed:

2. Identify the parts of the job that were:

POSITIVE

NEGATIVE

3. What classes have you taken in school that would prepare you for this job?

4. What additional training/education would you need to be hired in this job?

5. Did the job shadowing experience influence your career choice/goals? How so?

6. What comments/suggestions do you have for the job shadow experience?

[Job Shadowing: Required Paperwork]

Workplace Mentor's Evaluation

Oswayo Valley High School ❖ PO Box 610 ❖ Shinglehouse, PA 16748

Student Name: _____ Date of Job Shadow: _____

Job Site: _____

1. The student was on time YES NO

2. The student was dressed appropriate for the job YES NO

3. General comments about the student's overall behavior:

4. General comments or recommendations about the Job Shadowing program:

5. Would you be willing to have another student job shadow? YES NO

Workplace mentor's signature _____

Telephone number _____ Date _____

[Job Shadowing: Required Paperwork]

Permission Form

Oswayo Valley High School ❖ PO Box 610 ❖ Shinglehouse, PA 16748

I give my permission for my son/daughter _____ to
Student's Name

participate in a Job Shadowing experience. I understand that he/she will be going to

_____ on _____
Workplace Date

from _____ to _____ to job shadow _____.
Time Time Workplace Mentor's Name

I understand he/she is responsible for transportation to and from the site and that this is an approved absence from school.

Parent/Guardian Signature

Date

Jane Perkins, Guidance Counselor

Culminating Project Instructor
(if necessary)

By signing below, I agree to follow the instructions described within this guide.

Student Signature

Date

[Job Shadowing: Required Paperwork]

Workplace Information Sheet

Oswayo Valley High School ❖ PO Box 610 ❖ Shinglehouse, PA 16748

This form is required only if you intend to Job Shadow as part of the Culminating Project.

You must submit this form to the instructor at least one week prior to the Job Shadow date.

Student Name: _____

Date of Visit: _____ Time: _____ to _____

Workplace Mentor's Name: _____

Workplace: _____

Mailing Address: _____



Follow this checklist as you Job Shadow!



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