Career Exploration Activity

Butler Senior High School

**Job Shadow Activity Guide**

Name:

About the Activity

**What is a job shadow?**

A job shadow is a learning experience that takes place at a business in your community. The job shadow experience often lasts from 4 to 6 hours and is a great way for young people to explore career paths of interest.

During a job shadow, the student will be able to interact with an employee in a profession of your choosing (called your “host”) during a typical day. Through interview questions and time spent observing, students will be able to understand the type of training involved, time needed before entering a career, and the starting salary in that career. Additional handouts are given in this guide that help you understand, think about, and record the things you see, hear, and learn. This is not a hands-on experience; rather, its sole purpose is to allow you to investigate career possibilities after high school. The organization visited will have the final word on the date and time of **the actual day of shadowing**.

**Why are job shadows important?**

Job shadows give you a chance to

* Begin to identify career interests
* Observe the daily routine of workers
* Learn about the academic, technical, and personal skills required by particular jobs
* Practice communication skills by interacting with workers
* Realize that different jobs are characterized by different work cultures and working environments
* Navigate the community by traveling to and from the job shadow location
* Understand the connection between school, work, and your goals for the future

**How do you make a job shadow happen?**

To make your job shadow happen, you should complete the following steps:

* Read through the entire Job Shadow Activity Guide.
* Contact a business of your choice to establish a possible job shadow.
* Complete the required **Permission Slip** which includes a parent signature and return it to the **Attendance Office** within 5 days of the completion of the job shadow experience.
* Complete the shadowing evaluation forms while on location during your job shadow.

 Page 1

Setting up the Job Shadow – Phone Script/Email Template

***Pho***

***Phone Script***

Hello, my name is\_\_\_\_\_\_\_\_, and I am a student at Butler Senior High School. I am calling today to speak with someone about completing a job shadowing experience at your company. Would you be able to help me with that or could you connect me with someone who could?

***(When the correct person comes to the phone, repeat your name and say…)***

I am a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Butler Senior High School, and I have an interest in learning more

 *(year in school)*

about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am hoping to complete a job shadowing

 *(name of career)*

experience with your company/agency. I would be available to meet with you during the

school day at your convenience. Is this something you could help me with?

**(Allow for the conversation to take its course making sure to talk about dates and times for the visit…use the next page to take notes. Then at the conclusion of the conversation say…)**

Thank you. I look forward to seeing you and will call to confirm closer to the date. Goodbye

**(If they are unable to set this up for you, ask if they may have suggestions of another company/organization that you could contact. You might even ask if they would be willing to answer job-related questions for you via a phone conference or through email communication.)**

***Email Template***

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am a (sophomore/junior/senior) at Butler Senior High School. I’m interested in learning more about careers within the field of (ex: healthcare, engineering, construction). I would like to complete a job shadowing experience to help me do this and could be available during the school day to make this happen. Are you the person who would be able to help me set up this experience? If not, could you please give me the contact information of the person in your organization who could do this for me? I appreciate your time and look forward to hearing back from you soon.

Thank you.

***(Remember to confirm your visit with a follow-up call or email a few days before your scheduled visit)***

 Page 2

Job Shadow Information Sheet

Complete this page after you contact a host at a job shadow site and finalize the details of your job shadow experience.

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

 Job shadow site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Host name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date of shadow: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Starting time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Finishing time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Site address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Site phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Site fax number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Your transportation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dress code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Special instructions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remember the following as you complete your job shadow experience:**

* Dress modestly and appropriately for the worksite
* Be neat in your appearance
* Arrive at your job shadow site early
* Be polite and respectful to your host and other employees
* Follow all instructions given by your host
* Keep a humble, learning spirit at all times
* Ask questions and get involved
* Complete your shadowing evaluation forms
* Thank your host before leaving the job site

Keep this form as a reminder Page 3

Parent/Guardian Consent and Waiver Form

Your student will be participating in a job shadow. A job shadow is a worksite experience (typically four to six hours) during which a student spends supervised time at a workplace observing a worker, asking questions, and reflecting on what he or she has learned about different jobs.

In order for this Job Shadowing experience to be considered an excused absence, this page must be **returned to the Attendance Office** within 5 school days of the completion of the shadowing date.

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

 *(Please Print)*

Date(s) of Job Shadowing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times of Job Shadowing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Job Shadowing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

***Disclaimer for student participation:***

***The business or organization is granting me the privilege of spending time with an employee. I will need to be prompt, dressed appropriately, and be cooperative. There may be some aspects of the organization that I may not be able to observe because of the organization’s structure. In addition, there may be parts of the job that cannot be discussed outside of the worksite, and I am expected to comply with confidentiality standards. As a responsible student at Butler Senior High School, I will provide my own transportation. Butler Area School District and the organization will not be responsible for any accident or injury.***

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I verify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ spent \_\_\_\_\_\_ hours with me at my workplace on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

Signature of Host Date

 completed and turned in **one week before** your job shadow experience. Page 6

Suggested Host Interview Questions

Interview your host using the suggested questions below, but remember this is just a guide and not a required list. Ask follow-up questions for clarification and more information. Write your host’s responses in the space provided. If you create your own questions, write those questions and answers down.

How would you describe a typical day at your job?

What are the most challenging aspects of this job?

What do you like most about your work?

What do you like least about your work?

When and how did you become interested in this field?

What is one thing that surprised you about your career/current position?

What education and training do you need for this job?

To be completed **during** your job shadow experience. Page 4

Host Interview (cont.)

What are three personality traits of the top performers of this job?

What subjects should I study in school to prepare for this job?

What is the average starting salary? (**Note:** Do not ask your host for his or her salary.)

How has technology affected this job?

How do you think this job will change in the next five years?

What is a typical career path in this field and do you need to obtain more education to move to the next level? (entry level, mid-range level, experienced level)

To be completed **during** your job shadow experience. Page 5

Reflection and Evaluation

Congratulations on completing your job shadow! Reflect on your experience at the worksite by answering the following questions.

Describe the worksite you visited.

What kind of activities did you observe during your job shadow?

Which activities match my current interests or that I could see enjoying in the future?

What are some necessary skills that I would need to learn in order to accomplish the requirements of this job? (ex: computer skills, increased math skills, public speaking)

What level of education is needed beyond a high school diploma to obtain a job in this field?

List two new things you learned about this job that you didn’t know before.

What are any obstacles that would stand in my way of pursuing this career field?

Are job opportunities in this career field growing? Are there jobs available locally or would I have to move?

Rate the following on a scale of 1 to 5 (*1* means that you strongly **AGREE** with the statement and *5* means you strongly ***DISAGREE*** with it).

**My job shadow helped me think about
career options.** 1 2 3 4 5

**I learned what the general expectations
are for being a good employee.** 1 2 3 4 5

**I learned what skills are needed to perform
my host’s job.** 1 2 3 4 5

**My host was helpful and informative during
my job shadow.** 1 2 3 4 5

**I enjoyed my job shadow.** 1 2 3 4 5

**My job shadow helped me see how school
is important to my future plans.** 1 2 3 4 5

To be completed **after** your job shadow experience. Page 6

Thanking Your Host

Thank you letters are an important professional courtesy. Telling people how you appreciate their efforts makes them feel good about what they do. It also makes a good impression on them.

Using the model below, draft a thank you letter to your job shadow host. You should either type the letter or neatly write the letter on a thank you card and mail it to the individual within a week after your showing experience.

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

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

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

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

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

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

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

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

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

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Sincerely,

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

Date

Host’s name, title

Name of company

Street address

Suite, floor, or room number

City, State Zip Code

Dear Mr. or Ms.

Paragraph 1 – Thank your host for the opportunity to do the job shadow (include the date of your shadow)

Paragraph 2 – Describe some of the things you learned as a result of your job shadow

Paragraph 3 – Add any additional comments you have

Sign your name

To be completed **after** your job shadow experience. Page 7