|  |  |
| --- | --- |
| fp logo | **JOB SHADOW** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Advisor: |       |

**Guidelines and Checklist**

|  |  |
| --- | --- |
| **Career Pathway:** *(check one)* | **Post-Secondary Plan:** *(check one)* |
|[ ]  Arts and Communication |[ ]  4-Year |
|[ ]  Business and Marketing |[ ]  2-Year / Technical |
|[ ]  Engineering and Technology |[ ]  Military |
|[ ]  Health and Human Services |[ ]  Apprenticeship / Workforce |
|[ ]  Science and Natural Resources |  |  |

**Portfolio Requirement:**

Job Shadow = 6 hours. Students must observe at least 2 job sites for a combined total of 6 or more hours. Students must complete a Job Shadow packet for each site visited. Listed below are the Job Shadow preparation requirements. Students will complete the documentation and keep this in their portfolio.

[ ]  Making the contact

[ ]  Contact Log

[ ]  Arranging the Job Shadow

[ ]  Advisor Authorization *(signature required prior to job shadow)*

[ ]  Job Shadow

[ ]  Career Information Interview

[ ]  Observation

[ ]  Job Shadow Host Feedback

[ ]  Evidence

[ ]  After the Job Shadow

[ ]  Reflection

[ ]  Conclusion

[ ]  Thank you letter

**What is a Job Shadow?**

A job shadow is a learning experience that takes place at a business or organization in your community.

**Why are Job Shadows important to me?**

Job Shadows give you a chance to:

* + - Begin to identify career interests by observing the daily routine of workers.
		- Learn about the academic, technical, and personal skills required by particular jobs.
		- Understand the connection between school, work, and your goals for the future.
		- Develop the skills required to secure future employment.

**What can I expect on Job Shadow day?**

* + - See how the knowledge I am gaining in school is used on the job.
		- See people’s job duties and responsibilities.
		- Understand the skills and education that I need to get a good job.
		- Learn what employees receive besides a paycheck.
		- Find out more about the workplace I am visiting.
		- Explore some new career ideas for myself.

**Job Shadow Requirements**

* + - Your experience must consist of a **minimum of six hours at 2 job shadow sites.**
		- Plan ahead to schedule job shadows during breaks or other non-school days.
		- Your job shadow experience cannot be at your current school of attendance or directly with family members. This is your opportunity to connect with your community and should not be done with another student unless approved by your advisor prior to the job shadow. Advisors are not responsible for making job shadow contacts.
		- Complete entire process and turn assignments in on time and in a professional format.

The Job Shadow is part of your Culminating Project, a graduation requirement for the Franklin Pierce Schools.

This project will help you “understand the importance of work and how performance, effort and decisions directly affect career and educational opportunities.”

Goal 4, Commission on Student Learning

Education Reform Act of 1993

**Making the Contact -**

Before you call:

* Make sure you know the full name of the person you are contacting. You do not want to ask for the manager/owner unless there is absolutely no way of determining the name.
* Call at a convenient time. For example, if their busiest time of the day is 3 to 5pm, call in the morning or at least 2 hours before their busiest time of day.
* If the person is not available, ask the person on the phone when would be a better time to call or if they would take a message with your name and phone number so that your call can be returned.
* Remember, you are asking to watch them work at their job. They are doing this to help you, not themselves.

**Contact Log**

Complete the Contact Log below to assist you in acquiring your job shadow. You may need to call repeatedly, log all communications below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date/Time**  | **Person/Place**  | **Method of Contact** | **Outcome** |
| 9/2/12 @ 4pm | Sarah O’Connor, Owner of Cutting Edge Salon and Spa | Called: (253)555-4533Emailed: oconnor@cuttingedge.com; talked to in person | Left a message; not able to complete job shadow; YES! To job shadow set for 2/3 at 5:30pm; said to call back before 3pm on Tuesday. |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**Introduce yourself, your school and your purpose for calling.** Remember the purpose of this call is to arrange a career interest observation, not to communicate a school requirement.

Sample Script:

|  |  |  |
| --- | --- | --- |
| Hello, is  |       | Available? |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| My name is  |       | . I am a student at |       | and would be interested in a job |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| shadowing experience in  |       | (career title). I am interested in |       | (field/career) |

|  |  |  |
| --- | --- | --- |
| because  |       | (skills, talents, interest I |

|  |
| --- |
| possess). I would like to learn more about requirements, education, and other aspects of your profession. Is there an |

|  |
| --- |
| opportunity available with you or a colleague? |

|  |
| --- |
| If the answer is **NO**, ask: |

|  |
| --- |
| Do you know of anyone in your field that may be willing to assist me in this project? |

|  |  |  |  |
| --- | --- | --- | --- |
| Name  |       | Contact Number |       |

|  |
| --- |
| If the answer is **YES**, thank them and then let them know during the observation you would like to: |

[ ]  Spend 3 hours at the job site

[ ]  Conduct an interview

[ ]  Collect an artifact and picture documenting the visit

**Arranging the Job Shadow**

|  |  |
| --- | --- |
| Name of the business |       |

|  |  |
| --- | --- |
| Address |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| City |       | State |       | Zip |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone |       | Email |       |

|  |  |
| --- | --- |
| Name of the adult(s) being observed and their title(s) |       |

|  |  |
| --- | --- |
| Date of job shadow |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Time: Arrival |       | End |       |

|  |  |
| --- | --- |
| Any job related preparation necessary before arrival |       |

|  |
| --- |
|       |

*\*\*Repeat this information to them to assure you have the correct information and spelling for everything\*\**

**Advisor Authorization**

I have reviewed student’s job shadow arrangements.

|  |  |  |  |
| --- | --- | --- | --- |
| Advisor Signature |  | Date |       |

**Job Shadow -**

**Career Information Interview**

|  |  |
| --- | --- |
| What are your job responsibilities? |       |
|       |

|  |  |
| --- | --- |
| How would you describe a typical day in your job? |       |
|       |

|  |  |
| --- | --- |
| In what ways are the following work habits important for this job? |  |
| * Customer service
 |       |
| * Being accurate
 |       |
| * Participating as a team member
 |       |
| * Working independently
 |       |
| * Being on time and having good attendance
 |       |

|  |  |
| --- | --- |
| What is one personality trait that is important to this job? |       |
|       |

|  |  |
| --- | --- |
| What technology is used and how has your job changed due to new technologies? |       |
|       |

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

|  |  |
| --- | --- |
| What is the job outlook? |       |

|  |  |
| --- | --- |
| What are the education requirements for this job? |       |

|  |  |
| --- | --- |
| Are there any additional skills or training necessary for this job? |       |
|       |

|  |  |
| --- | --- |
| What advancement is possible in your job? |       |

|  |  |
| --- | --- |
| What is an entry-level wage for this job? |       |

|  |  |
| --- | --- |
| What types of benefits are offered (healthcare, vacation, etc.)? |       |
|       |

|  |  |
| --- | --- |
| What do you like most about your work day? |       |
|       |

|  |  |
| --- | --- |
| If you could change something about your work, what would it be and why? |       |
|       |

|  |
| --- |
| What advice would you give to a high school student interested in this profession? What activities, clubs, experience, and |
| jobs would you recommend? |       |

**Observation**

Check the skills observed during your job shadow and describe the tasks or duties your job shadow host was completing as part of his or her work. **Describe a minimum of seven (7) skills**.

|  |
| --- |
| **EXAMPLE:** |
|  **Organizing** – construction foreman coordinates delivery of concrete and other supplies |

|  |  |  |
| --- | --- | --- |
|  | **SKILLS** | **DESCRIPTION** |
|[ ]  Organizing |       |
|[ ]  Planning |       |
|[ ]  Making decisions |       |
|[ ]  Thinking creatively |       |
|[ ]  Analyzing problems |       |
|[ ]  Reading |       |
|[ ]  Writing |       |
|[ ]  Math |       |
|[ ]  Science |       |
|[ ]  Art |       |
|[ ]  Technology |       |
|[ ]  Speaking |       |
|[ ]  Listening |       |
|[ ]  Cooperating with others |       |
|[ ]  Customer service |       |
|[ ]  Physical demands |       |
|[ ]  Safety consciousness |       |

Additional observations:

|  |
| --- |
|       |
|       |
|       |
|       |

**Job Shadow Host Feedback**

Our goal is to prepare students to become good citizens and productive community members. Your feedback will assist us in this process. Although your experience with the student may be limited, we would appreciate your assessment of their performance in the following areas:

|  |  |  |  |
| --- | --- | --- | --- |
| **AREAS OF ASSESSMENT** | **EXCEEDS EXPECTATION** | **MEETS EXPECTATION** | **DOES NOT MEET EXPECTATION** |
| Punctuality |       |       |       |
| Courtesy |       |       |       |
| Personal Presentation |       |       |       |
| Attentiveness |       |       |       |
| Communication |       |       |       |

|  |
| --- |
| Comments: |
|       |
|       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| May FPSD contact you for future community involvement? | [ ]  | YES | [ ]  | NO |
| Best way to contact you |       |

|  |
| --- |
| *I assure the advisor that this is an accurate record to time spent by the student on the observation.* |
| Signature: |  |

**Evidence**

*(to be completed by student)*

Two pieces of evidence are required:

[ ]  Picture, with caption

Student needs to take one picture and print the picture of the job shadow experience. Acceptable pictures include, but are not limited to:

* You and your host
* The business
* Business sign
* Equipment used

[ ]  Artifact:

Students need to collect one artifact. Examples include, but are not limited to:

* Work product
* Business card
* Brochure
* Handout
* Letter from host

The picture and artifact are to be attached to following page. Include a caption for each.

|  |
| --- |
| Picture: |
|  |
|  |
|  |
|  |
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|  |
|  |
|  |
|  |
| Caption: |
|       |
|       |
|       |

|  |
| --- |
| Artifact: |
|  |
|  |
|  |
|  |
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|  |
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|  |
|  |
|  |
| Caption: |
|       |
|       |
|       |

**After the Job Shadow -**

**Reflection**

Using complete sentences and your best handwriting, explain three experiences from your job shadow:

|  |  |
| --- | --- |
| 1. |       |
|  |       |
|  |       |
|  |       |

|  |  |
| --- | --- |
| 2. |       |
|  |       |
|  |       |
|  |       |

|  |  |
| --- | --- |
| 3. |       |
|  |       |
|  |       |
|  |       |

List 3 skills you feel are most important to this job and why.

|  |  |
| --- | --- |
| 1. |       |
|  |       |
|  |       |
|  |       |

|  |  |
| --- | --- |
| 2. |       |
|  |       |
|  |       |
|  |       |

|  |  |
| --- | --- |
| 3. |       |
|  |       |
|  |       |
|  |       |

Write one paragraph that includes at least 8 sentences that describes your job shadow experience. Include details of what you observed.

|  |
| --- |
|       |
|       |
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|       |
|       |
|       |
|       |

Explain why you would or would not like this job. Provide two examples to support your decision.

|  |
| --- |
|       |
|       |
|       |
|       |
|       |
|       |
|       |
|       |
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|       |

**Conclusion -**

|  |  |
| --- | --- |
| [ ]  | Thank you letter/card written to job shadow host, signed and given to advisor. |

|  |  |
| --- | --- |
| [ ]  | Properly addressed and stamped envelope. NOT SEALED! |

|  |  |
| --- | --- |
| [ ]  | **JOB SHADOW completed** *(sign below)* |

|  |  |  |  |
| --- | --- | --- | --- |
| Student Signature: |  | Date: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Advisor Signature: |  | Date: |       |