

## **JOB SHADOWING INFORMATION SHEET FOR STUDENTS**

Harmony Jr./Sr. High School  
5239 Ridge Road  
Westover, PA 16692

### **What is Job Shadowing?**

Job shadowing is a short term work-based learning experience that allows students to follow a host employer during a typical day while observing daily activities and asking questions about a particular career. For many students, a job shadow may be their first, practical exposure to a particular career or even to the world of work in general. Job Shadowing allows a student to observe a career path of his or her interest. Students will be given the opportunity to report to an area employer to learn about a particular occupation or business/industry without actually being involved in an employer-employee, in depth, hands on/production relationship. They may be able to witness a variety of tasks and learn about the educational/training requirements associated with a particular career. The experience can help a student formulate a more realistic impression of whether or not they are truly compatible regarding their individual interests and abilities. Job Shadowing is a good way to assist in building lasting partnerships among students, parents, education, and business/industry.

### **What are the responsibilities of the students?**

- To observe the daily activities of his or her mentor at the worksite
- To ask appropriate questions of site personnel during the experience
- To conduct him/herself in a responsible/professional manner (promptness, attire, body language, respect, confidentiality)
- To follow all safety and security policies/procedures of the worksite
- To reflect upon the experience (written and oral communication)

### **What are the benefits of job shadowing for the student?**

- Helps students to see the connection between school and work
- Helps students to refine post-graduate career plans
- Provides support for parents by helping students make financially responsible career planning decisions
- Allows students to see opportunities available in their local community (work/education)

**HARMONY JR./SR. HIGH SCHOOL  
CAREER EXPLORATION PARENT/STUDENT AGREEMENT**

1. Student will complete 6 - 10 hours total of job shadowing during your junior year.
2. Student will complete the written reflection at the completion of their job shadowing experience.
3. Student must get their job shadowing experience pre-approved by the guidance department to be counted as an excused absence.
4. Student is not permitted to shadow parents/guardians.
5. Failure to complete the required hours and documentation will result in a failure to complete the Harmony Area School District graduation guidelines.
6. Student is responsible for scheduling his/her job shadow visit.
7. Transportation of the student to the observation site is the responsibility of the parent/student.
8. The student must journal his/her activities/experiences at the observation site.
9. **Parent/student understands that the job shadowing location may be contacted by Harmony Jr./Sr. High School following the student's visit.**
10. This agreement must be signed by the student and the parent prior to participation in the job shadowing experience.
11. Parent and student agree to release the training site and the school district from any and all liability for injury or losses that may arise during the job shadowing experience

---

*As parent/guardian and student, we hereby agree to the terms and conditions of this Job Shadowing Agreement.*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

### **During/Day Of The Job Shadow Event**

1. Show up on time – plan to arrive 10 to 15 minutes early.
2. When you arrive – first impressions are important
  - a. Introduce yourself
  - b. Shake hands
  - c. Maintain eye contact
3. Complete Job Shadow Host Interview Sheet
4. Thank your host verbally
5. Remember to take lunch money. Your host may or may not provide lunch.
6. Ask your host to fill out the Job Shadow Student Evaluation Sheet. Try to bring it back with you but your host may mail or fax it to the school.

### **Discipline:**

Students participating in a Job Shadow Day are representing Harmony Area Jr./Sr. High School and are guests of the host business. Student conduct, dress and behavior need to be appropriate at all times. Students must also honor any additional guidelines such as special safety provisions, identified by the host business. All Harmony Area Jr./Sr. High School rules are in effect.

### **Dress:**

Students should wear appropriate attire for their specific work site. Students should be aware that certain current styles of dress attire are not appropriate for a Job Shadow Day. It is important to remember that students will be representing Harmony Area Jr./Sr. High School in the business community and attire must honor school policy.

#### **All**

- Be reliable and prompt
- Clean hair, neatly styled; teeth and nails clean
- Freshly showered/bathed
- Appropriate jewelry
- Light fragrance, if at all
- No hats
- Remove alternative ear and body piercing
- Follow company dress code

#### **Men**

- Dress shirt and tie
- Dress slacks (no blue denim)

#### **Women**

- Skirts, dresses or dress slacks (no blue denim)
- Appropriate skirt/dress length
- No exposed midriff, back, or shoulders.
- No low cut or revealing attire.
- No shorts

### **JOB SHADOWING WRITTEN REFLECTION**

Students are to complete a written reflection and evaluation and return it to their assigned advisor immediately following the completion of the job shadowing experience.

*Student must complete a separate job shadowing journal for each day he/she is at a job location (if needed to complete the hour requirement).*

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Host Site

\_\_\_\_\_  
Site Address

\_\_\_\_\_  
Host Mentor's Name/Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

1. Please provide an attached document journaling your visit to the job showing location. This journal should include but is not limited to: What you did/observed, interesting things you learned, your overall thoughts and feeling on the day, whether or not this is still a career you are/would consider pursuing.
2. Aside from your mentor, what other individuals did you work with during your visit?
3. What did you find out about the education/training necessary to enter this career? (Include anything about degree, time, or even schools offering this education/training.)
4. How are people expected to dress in this type of job?
5. For success on this job, the employer would look for someone with what type of:
  - Attitude/Personality:
  - Interests:
  - Abilities/Skills:
6. What is the customary starting salary for someone in this position?
7. What, if any, fringe benefits are offered to employees at this job site?

## **Job Shadow Host Interview**

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

Host's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

- How did you get interested in this particular career?
- What were the first steps you took to get started on this career path?
- Can you give me a brief job description of your position and duties?
- What are the qualifications and training required for your job?
- What degrees and/or certifications are needed to first enter this field?
- Where did you go to school and would you recommend it? Are you aware of other schools that provide good training in this field?
- What high school subjects are useful to prepare for this career?
- What types of technology are common to this career field?
- How do you see this job field changing in the next five to ten years?

- What do you consider to be the most rewarding parts of your day and/or your career?
- What do you consider to be the “biggest headache” or most tedious part of your daily job?
- What is the dress code required for your job?
- Do you have to/get to travel in this job?
- What benefits are offered by your employer?
- How many hours a week do you work?
- Is your job stressful? If yes, in what way?
- What is the salary range for someone in this career field?
- In general, what courses and experiences do you think were most beneficial to you when you were in high school?
- Is there anything you wish you had known about your career choice before entering into this field?
- What would be the most important characteristics you would look for in hiring someone to work in this field?

<b>HARMONY JR./SR. HIGH SCHOOL</b> <b>Student Evaluation of Job Shadowing Experience</b>
---

Name \_\_\_\_\_ Shadowing Site \_\_\_\_\_

Dates of Experience \_\_\_\_\_

	Disagree				Agree
1. My shadowing site offered me a genuine learning experience.	1	2	3	4	5
2. The people at the site made me feel welcome.	1	2	3	4	5
3. The experience has helped me in my career planning.	1	2	3	4	5
4. My experience has caused me to change my career plans.	1	2	3	4	5
5. My site offered me a variety of activities.	1	2	3	4	5
6. My site was well prepared for my visit and the experience was well organized.	1	2	3	4	5
7. Overall, the experience was positive for me.	1	2	3	4	5
8. I would recommend this project to other students.	1	2	3	4	5
9. My experience helped me:					
- Appreciate the value of dependability (attendance/punctuality.)	1	2	3	4	5
- Know post-graduate education & training requirements for the job.	1	2	3	4	5
- Experience the application of technology at work.	1	2	3	4	5
- Appreciate the application of teamwork and cooperation.	1	2	3	4	5
- Realize the need to be willing to learn beyond high school.	1	2	3	4	5
- Realize school education does relate to the real world of work.	1	2	3	4	5

10. The most enjoyable part of the job shadowing experience was:

11. The least enjoyable part of the job shadowing was:

<b>HARMONY JR./SR. HIGH SCHOOL</b> <b>Verification Sheet</b>
---

**RECORD OF DATES AND HOURS**

Date	Time In	Time Out	Total	Site Host's Signature

TOTAL HOURS: \_\_\_\_\_

*By signing this form, I verify that the above documented hours are accurate and that I have completed the job shadowing graduation requirements listed below.*

STUDENT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**COMPLETION CHECK LIST**

Check items student has completed

1. Parent Student Agreement \_\_\_\_\_
2. Shadow Site 1 Journal and Evaluation \_\_\_\_\_
3. Completed Employer Interview \_\_\_\_\_
4. Completed Time Form and Signatures (above) \_\_\_\_\_
5. Thank you letter mailed \_\_\_\_\_

*By signing this form, I verify that the above student has completed the career exploration job shadowing graduation requirements.*

ADVISOR'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



## SCHEDULING THE JOB SHADOW

### The Initial Contact:

- Call the employer during business hours.
- If the person is not available, ask when you can call back or leave a message with your name and phone number.
- When you speak to the person, introduce yourself and the purpose of your call.
  - *Hello, my name is \_\_\_\_\_ and I am a student at Harmony Jr./Sr. High School. I am interested in \_\_\_\_\_ (the occupation) and would like to learn more about it. I am calling you to arrange a time that I can shadow you while you work. A job shadow means I would observe you doing your job for four to eight hours.*
- Be specific about the date you would like to shadow the employer.
- State that you appreciate the opportunity.
  - *I really appreciate you giving me your time.*
- If the host is unable to provide you with a job shadow, thank the person politely.
  - *I'm sorry we couldn't work something out. Thanks anyway. Good-bye.*
- Ask for specific information about appropriate attire for the industry or organization.
  - *What is the appropriate clothing to wear? Is there any safety information I should have ahead of time?*
- Ask for directions.
  - *Will you please tell me the best way to get to \_\_\_\_\_ (the business)?*
- Arrange a specific meeting place.
  - *I am wondering where I should meet you. Where are you located in the building?*
- Confirm the date, time and meeting place. Confirm the phone number you should use in case anything changes.
  - *Let me be sure I have everything down. I will meet you at \_\_\_\_\_ on \_\_\_\_\_. What is the best number to reach you if anything changes?*
- Thank the person for their time.
  - *Thank you very much. I look forward to seeing you.*

### After The Initial Contact:

- Call your employer contact a few days ahead of time to confirm the job shadow.
- If you are unable to attend, call the employer and let them know well in advance and ask if you can arrange another time.

**Job Shadow Student Evaluation  
(to be completed by host)**

Student's Name: \_\_\_\_\_

Time of arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

Host's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**THE STUDENT:**

- |   |     |    |     |
|---|-----|----|-----|
| 1. confirmed visit prior to job shadowing.....            | Yes | No | N/A |
| 2. arrived on time.....                                   | Yes | No | N/A |
| 3. introduced him/herself with a handshake.....           | Yes | No | N/A |
| 4. demonstrated good grooming and appropriate attire..... | Yes | No | N/A |
| 5. spoke clearly and appropriately.....                   | Yes | No | N/A |
| 6. demonstrated good eye contact.....                     | Yes | No | N/A |
| 7. was polite.....  | Yes | No | N/A |
| 8. showed interest in learning about your career.....     | Yes | No | N/A |
| 9. asked appropriate questions throughout the day.....    | Yes | No | N/A |
| 10. maintained an appropriate business-like attitude..... | Yes | No | N/A |

What skills would you suggest the student improve to ensure work place success?

What did you observe as the strengths of the student that should be encouraged and developed?

What recommendations would you make to the student about coursework or career-related experiences that may benefit them in the future?

What suggestions do you have for improving the job shadow experience for the student and/or the host?

Thank you very much for participating in the Harmony Jr./Sr. High School job shadowing experience. Your time and interest are very much appreciated as we work to assist our youth in exploring various careers. Please return this completed form at your earliest convenience. The form may be returned with the student, sealed in the envelope provided, or you may mail it to:

Harmony Area Jr./Sr. High School  
5239 Ridge Road  
Westover, PA 16692

You may also fax this form to: 814-845-7811

# Thank you letter guide:

Write your letter and prepare the envelope right after completion. It is important to mail the letter immediately. Remember the following:

- ✧ Be neat
- ✧ Watch spelling
- ✧ Begin letter with a sentence that specifically thanks the host for allowing you to spend time at his/her business
- ✧ State something specific that you learned or enjoyed during the experience

Remember to use YOUR OWN words and personalize your letter for your situation.

Paragraph 1 – Thank your host for the opportunity to do the job shadow.

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

Paragraph 3 – Any additional comments you have.

## **Sample Letter:**

May 23, 2015

Host name

Title

Business

Address

City, State, Zip

Dear Mr./Mrs. \_\_\_\_\_:

Thank you for giving me the opportunity to job shadow at \_\_\_\_\_ yesterday. I realize that this took time away from your regular responsibilities. I am most grateful for the information that you were able to provide me regarding your work at \_\_\_\_\_.

As I have expressed to my family and friends, I have become more interested in learning about the career area of \_\_\_\_\_. Etc. etc. etc.

Now that I have identified \_\_\_\_\_ as my future career path, I will be able to set goals for my necessary education experience. Again, thank you for your part in enabling me to plan for my future.

Sincerely,

Your Name