

JOB SHADOWING GUIDELINES

1. You will need a minimum of 3 job shadows and 15 hours of community service. This will be total for 9th through 12th grade.
2. Two of your job shadowing experiences must be at a different site.
3. Parents must approve and sign off on the attached permission slip.
4. Students must provide own transportation.
5. To be legally excused from the school day, a student must submit in writing a request to job shadow to the guidance secretary. Request must be submitted at least one day in advanced.
6. Students may only use one day a year for job shadowing. (Seniors may use 2 days.) Students may job shadow on week-ends, holidays, evenings or summer without taking a day off school.
7. Students are responsible for getting their own assignments when job shadowing.
8. Students must dress appropriately for job site. If a student is unsure of appropriate attire ask your guidance counselor.
9. A job shadowing experience will count only if all paperwork is completed. Including: permission form, questionnaire, and a copy of the thank you are shown to the student's advisor and placed in the portfolio. Students may make an appointment with the guidance counselor to go over the paperwork, but **DO NOT** leave paperwork on guidance counselor's desk.
10. All job shadowing must be completed by the last Friday in April of each school year.

(Revised 6/13/13)

Job Shadowing Permission Slip

Please fill in the blanks by typing or printing the information at the top and by signing where requested at the bottom of the sheet.

_____ will be job shadowing
(Student name)

Name of Sponsor: _____

Name of Company: _____

Company Address: _____

Phone Number: _____

Job Shadowing Date: _____

Time at site: _____
(Ex: 8:00 a.m.-4:00 p.m.)

The student is responsible for arranging transportation to the job site or the home of the shadow sponsor. Student is responsible to ask about appropriate attire.

The student is also responsible for completion of any assignments or tests missed because of this experience and agree to follow all the usual rules of behavior for a SHC student participating in a school activity.

(Student Signature) _____

(Parent Signature) _____

(Sponsor Signature) _____

Comments: _____

(Return completed permission slip, questionnaire and thank you note to advisor.)

JOB SHADOWING QUESTIONNAIRE

Date _____

Student's Name _____

Sponsor's Name _____

Directions to Student: Interview your job shadow host throughout the day in order to answer questions. Complete each question. Student is to write responses.

1. What training & education did you receive in order to get your job?

2. What are your job responsibilities?

3. How did you decide to do this type of work?

4. What's the best/worst aspect of your job?

5. Do you work alone or with co-workers? Do you like the amount of contact you have with people?

6. Do computers play a large role in your job? If so, how much?

7. What is the salary range for a job like yours?

8. What is your work schedule?

9. What are the chances for advancement in your work?

10. What do you think the demand will be for this job in the future?

11. What high school classes would you recommend for a person who is interested in this career?

12. What personality characteristics or qualities are helpful in your work?

Additional Comments:

THINKING BACK ON ANY EXPERIENCE HELPS YOU LEARN MORE ABOUT YOURSELF.

Students: Answer the following questions based on your observations.

1. Describe the worksite you visited.

2. I was really surprised to learn...

3. I would/would not like to pursue this career because

4. Today's job shadowing experience made me feel...

THANK YOU NOTES

Thank you notes can go a long way toward making a great impression on your new contacts — it helps them remember you and shows that you value the time you spent together. There are a few critical points to remember when writing your thank you notes:

1. Type your letter if at all possible. If you are handwriting the letter, make sure your handwriting is clear and legible. If your writing is really horrible, you can print your thank you notes. Paper should be neat and free of ragged edges. (Do not rip it out of a notebook.)
2. Make sure the recipient of your thank you note can read your name at the end. Believe it or not, someone might want to write back-but that will be tough to do if they can't read your name!
3. Always include your return address on the outside of your envelope. It can also be included in the body of your thank you letter.
4. Try to remember something you learned or something unusual or unique about the job shadowing experience.
5. The purpose of your note is to show your appreciation for the time the job shadowing sponsor spent with you. Make sure to mention what you're grateful for — taking time out of a busy schedule, advice, generosity, etc.
6. Always proofread your note before you send it to be sure you have said what you wanted to say. Check for any spelling or grammatical errors.
7. If possible, show your thank you note to your parents, or your guidance counselor or a teacher to proofread.

SAMPLE THANK YOU NOTE

(This is just a guideline. Your letter does not have to be exactly like this.)

Your Name
Address
City, State Zip Code

Date

Mr./Mrs./Ms. Job Shadowing Host
Company Name
Address
City, State Zip Code

Dear Mr./Mrs./Ms. _____

Thank you very much for ...*(spending the day with me, taking time out of your busy schedule, etc.)* I appreciated...*(something unique or unusual you remember about your job shadowing experience.)* I learned ...*(one thing you learned about the job or your sponsor.)* Thank you again for your time.

(The body of your letter should be at least four sentences.)

Sincerely,

Your signature.

