

Once the student's interests have been identified and summarized to the student, the next step is to bring the information together with possible job shadowing sites. The matching is more common sense than magic. One wouldn't send someone who doesn't like to be dirty or work outside to a landscaping nursery or someone who wanted to work with people to work with computers in an isolated area.

The following forms in this section are set up to be used with the job shadowing experience. You will also find a "Job Shadowing Experience Summary Sheet" that will be beneficial in keeping track of each student's sites for each academic year. This summary sheet might become part of a student's portfolio.

The Job Shadowing Student Responsibilities checklist may be helpful in guiding the student through the process.



JOB SHADOWING

Student Responsibilities

BEFORE the Visit:

- ___ 1) Discuss job shadowing with your parent(s).
- ___ 2) Complete informal assessment and turn into your teacher
- ___ 3) Select an occupation from each career path (using the assessment info) and a job site from the resource directory.
- ___ 4) Contact the job site - (two weeks prior to your visit)
 - ___ Introduce yourself "Hi my name is ___ and I am from Ms/Mr. (Insert your teachers' name here) class at ___ school."
 - ___ Explain your purpose for calling "To find out about different jobs the students in my class are shadowing people at work. I would like to come to your business, interview you and shadow the position of ___ for a half-day. This will allow me to better understand all that is involved in that type of job. I will also be sketching a floor plan of your business for our class to see the various layouts of businesses."
 - ___ Gather details such as:
 - Who is the best person for me to use as a contact for my visit?
 - What is the **Business Address**?
 - What is the **appropriate dress/type of shoes** that I should wear?
 - Where should I meet the contact person?
 - What is the **best time** for me to do my ___ hours of shadowing?
 - It is my understanding that I will be **leaving your business** at:
 - What type of **lunch/breaks arrangements** will I need to prepare for?
 - Sack lunch? Money for break machines?
 - **Will it be all right with you if **take a picture** of you as the host?
 - the shadowing site (building)?
- ___ 5) Create a **written confirmation letter to the employer** repeating the time, date, and location of your job shadowing experience. (Enclose the questions that you will be addressing during the "interview" time.)

****NOTE:** This will be necessary *only if* there is a camera available for you to take pictures.

"I'll be sending you a letter to confirm my visit along with the interview questions I intend to ask. I will be in touch with the contact person a couple of days before the visit to finalize any additional information."

"Thank you for the chance to come and see your business."

"Good-bye."

**Sample Parent Letter Explaining
Job Shadowing Program**
(consider running back and front)

Date

Dear Parent(s):

Career education in middle school/junior high involves career exploration. Career education links career awareness with actual skill development and practical application. Career exploration helps individuals identify vocational interests, become familiar with a range of occupations within the various career paths used by Columbia Public Schools, experience different work environments and identify the skills necessary to do the specific job.

By having students explore various careers, it may become evident which career paths or specific jobs within the community they may be interested in pursuing. Certain career paths may require further preparation in terms of training, education, or mentorships. The training process for two or more paths may be similar up to a point and then strategies specifically tailored to one career path will soon emerge.

Your child will be participating in six, one-half day, "job shadowing" experiences this academic year which will assist him/her in exploring careers. These job shadowing experiences are founded on your child's interests and will focus upon the career paths used within Columbia Public Schools. These experiences will also give you an opportunity to discuss various careers with your child.

The thought of selecting a specific career at this age can be a bit overwhelming. When one makes a career path decision, he/she needs to understand that there are many similar choices and if one job within a path doesn't end up being the exact job wanted, they will still have a variety of related careers to consider.

Your child will be asked, as part of their daily work at school, about his/her likes/dislikes, etc. This information will be summarized and explained to your child. Your child will pick a job site to shadow from a resource directory provided by the teacher. After a site has been chosen, he/she will be asked to locate information regarding careers that interest him/her by using resources located in the career section of the library.

A few ways you can help your child are:

- ◆ Discussing his/her interests, abilities and talents.
- ◆ Sharing information with him/her about careers and your work experiences.
- ◆ Arranging for him/her to talk with people you know about careers that are of interest.
- ◆ As a partner with teachers, you can assist by providing transportation to and from the job shadowing experiences.

*Sample
Student's Confirmation Letter*

Date

Business Name
Business Address

Dear Mr/Ms. _____:

Thank you for agreeing to my half day job shadowing experience. I am looking forward to coming on (date agreed) from (time - am/pm). I have an interest in learning more about a (list position being shadowed) and am glad I will get to see the job in action.

I will meet (name of person to be shadowed/contact) at (location decided upon). It is my understanding that I may/may not (choose one) take pictures.

Enclosed you will find the questionnaire that I will be using to conduct my interview with you. I thought you might like to see what I will be asking.

Again, thank you for your time. I look forward to meeting you.

Respectfully,

Student's name here

**Sample Script
for Confirming Job Shadowing Visit
Two days Before Sight Visit**

"Hello...This is (insert your name here). May I speak with (contact person from your sheet).

Hello Mr./Ms. (contact person), I was calling to confirm my appointment with you on (date) from (time period).

Is there anything in particular, other than what we have already discussed, that I need to bring with me?

Thank you..I will look forward to our meeting. See you on (insert day).

EXAMPLE:

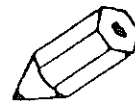
"Hello...This is Ellen Feldmann. May I speak with Mr. Tutoli?

Hello Mr. Tutoli, I was calling to confirm my appointment with you on April 1st from 8:00 AM to 12:00 PM.

I understand that I need to wear jeans and tennis shoes, but, is there anything else that I should bring with me? Okay.

Thank you..I will look forward to our meeting. See you on Thursday."

Worksheet for student's phone calls..



This worksheet is provided for the students to use while scribbling notes on the phone relating to their shadowing experience.

1. Best person for me to contact for a visit: _____

2. Business Address: _____

3. Appropriate Dress: _____

___ Type of shoes:(if anything special is preferred): _____

___ Where should I meet you?: _____

___ What time?: _____

___ Best time to do my shadowing: _____ AM _____ PM

___ Lunch Break/Break Arrangements:

___ May I take pictures of:

___ You (host)

___ Business

___ Person being shadowed (if different than host)

___ What time should I leave?: _____

Before the visit...

"BEFORE You Job Shadow"

Name: _____

Date: _____

Business Address: _____

Contact Person: _____

Date of Visit: _____

Time: _____

1) Why have you chosen this shadowing site? _____

2) What experiences have you had that may relate to this career? (Could include hobbies, chores, organizations, or school course work):

3) Nature of the job you are going to explore. List resources used to gather information (DOT, OOH, Biographies, MoVIEW, etc.).

A. Definition of job: _____

Resource used: _____

B. Salary Range: _____

Resource Used: _____

C. Education and/or Training Necessary: (please check)

___ Vocational Technical School

___ 4 year College/University

___ On-the-job training

___ Master's Degree

___ Other: _____

During the Visit ...

Name _____

JOB SHADOWING INTERVIEW

Directions:

Here is a list of suggested questions for you to use in your shadowing experience. You might start the interview by saying:

"To find out about different jobs, the students in my class are shadowing people at work. I would like to ask you a few questions, and write down your answers to take back to my class." [*You may want to tape record responses from the contact person.*]

Feel free to add your own questions

Name of person being shadowed: _____

Occupation of person/title: _____

Site: _____

1) What do you do? _____

A) Describe what is made or sold at the business or what services are provided

B) Describe the customer/consumer who is being served by the business _____

2) What is the best education or training for your work? _____

3) Are there good opportunities for young people in your field? _____

4) What other occupations have you seriously considered? _____

5) Do you enjoy your work? _____ YES _____ NO

Explain: _____

13) What entry level positions do you have available and what are the entry level requirements for the job?

Entry Level Positions

Requirements

14) What are the advancement opportunities and requirements?

Advancements

Requirements

15) Other questions you want to ask:

Be sure to thank the employer for their time!

JOB SHADOWING
Verification of Attendance

I verify that on _____, 199____, from _____AM/PM until
_____AM/PM, _____ (student name) was present at the
following place of business _____ as part of the
shadowing experience with _____ School.

Phone #

Name & Title

JOB SHADOWING
Verification of Attendance

I verify that on _____, 199____, from _____AM/PM until
_____AM/PM, _____ (student name), was present at
the following place of business _____ as part of the job
shadowing experience with _____ School.

Phone #

Name & Title

(adapted from Ohio Point Career Education)

AFTER you shadow...



JOB SHADOWING

Student Evaluation

Name: _____ Date: _____
Contact Person: _____ Job Site: _____
Occupation: _____

PLEASE ANSWER THE FOLLOWING:

- 1) Were you able to observe a particular occupation that interested you? YES NO
- 2) Did you have enough time to ask questions? YES NO
- 3) Was there enough time to see the complete work site? YES NO
- 4) How did shadowing compare to your research reported in the "Before you Job Shadow"?
- 5) How was the shadowing experience helpful to you?
- 6) Were you able to assist with any work? Please describe:
- 7) Would you recommend this job site for other students? YES NO
- 8) What did you like *best* about the shadowing experience?

Job Shadowing Employer Evaluation

We wish to thank you for your valuable assistance and participation with the Job Shadowing experience. Please help us evaluate the experience by responding to the following items.

Business Contact Person: _____ Phone: _____
School Name: _____ Student Name: _____

- | | | | |
|----|--|-----|----|
| 1) | Did the student make initial contact with you? | YES | NO |
| 2) | Did the student call a few days ahead to confirm the visitation? | YES | NO |
| 3) | Did the student arrive at your location on time? | YES | NO |
| 4) | Did the student show interest? | YES | NO |
| 5) | Did the student ask questions during the visit? | YES | NO |
| 6) | Did the student behave courteously? | YES | NO |
| 7) | Did the student dress appropriately? | YES | NO |
| 8) | Would you be willing to host students during the next school year in a similar experience? | YES | NO |

Recommendations for improvement:

Comments:

Thank you!!

Please return this evaluation in the self addressed-stamped envelope enclosed