What is Job Shadowing?

Job Shadowing is a short-term educational experience which introduces students to a particular job or career by pairing the student with an employee of a business, industry or agency. By following or "shadowing" that employee, the student becomes familiar with the duties associated with that occupation, the physical setting of the occupation, and the compatibility of the occupation with his or her own career goals. Shadowing develops an awareness of the educational and technical skills required for entry and advancement in a specific occupation. By providing a relevant experience outside the classroom, employers are able to contribute to the education of youth and help prepare students for future career opportunities.

Job Shadowing Program Goals:

- Opportunity to explore career options of your choice
- Make well informed career decisions
- Know what is needed to prepare for a career in your field of choice
- Formulate realistic career goals
- Promote your career development and personal growth
- Find out what the fields you may be interested in are really like
- Deepen your understanding of the demands, rewards, and challenges of a chosen career
- Gain an overview of the world of work and career opportunities available to you
- Develop a network of career contacts and create opportunities for summer jobs, internships, or permanent positions

Essential Question: How will I incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals?

HINTS FOR CALLING A BUSINESS

If calling a large business, ask for the specific department in which you would like to work. Keep a smile on your face while talking—you can hear the difference over the telephone. The following sample script is provided for your convenience.

“Hello, my name is _________. I am a student at Greer Middle College Charter High School. I am participating in a career shadowing day(s) and I am very interested in shadowing somebody who works as a(n) _________ on Wednesday, January 4(5 and 6). Would you have anyone in this area that I could shadow for the day(s)?”

Wait for a reply and go from there. They may connect you to another area in the company and you may have to repeat the above information. (CONFIRM the date and time with the caller; get the NAME OF THE PERSON you are shadowing, LEAVE YOUR NAME, TELEPHONE NUMBER, AND E-MAIL ADDRESS.)

If they tell you that they do not have any spots available, ask if they can refer you to another person or another company and try again! Be sure to thank them!
SAMPLE QUESTIONS & REPORT ISSUES (*take lots of notes during your visit*)

At the very least you should be asking the below questions. You most likely will have additional questions regarding things that are important to you, that are specific to the career, or that come up during the day. Bring with you, a list of all of the questions you are going to ask.

- Describe the person’s career.
- What type of education is necessary for a career like this?
- What special skills are necessary to be successful in this type of career?
- Are there other career choices available for someone with these skills?
- What type of career advancement is there? Where could you go from there?
- What is the salary range for this career? (Entry level to top-of-field?)
- What daily tasks need to be performed on the job?
- What are the typical working hours? Are they flexible?
- How did you spend your day?
- What was the most appealing thing about this career?
- What are the disadvantages to this career?
- Do you think you are likely to be successful in this type of career? Why?
- Would you recommend this shadowing experience to another student?

Your report should not be a description of your day. You can include that, but you should also be providing the answer to these questions, as well as others you asked. *Most Importantly: What is your impression of this career, and how has your impression changed as a result of this experience?*

**HINTS FOR DRESSING FOR SUCCESS**

Please remember to dress appropriately for your activity. Dress to blend in rather than stand out. Don’t dress for a fashion show. You may want to ask the appropriate attire for the day prior to shadowing. The number one complaint received from businesses shadowed, that had a problem, is that the student was not dressed appropriately for the environment.

Plan on assisting at the business during your shadowing experience. Consider if your shoes will carry you through the day. Avoid wearing jeans, shorts or flip flops even to the most casual of locations. Remember this is training for your future.
GROUND RULES

1. **Failure to return the Shadowing Contract by December 5 will result in your not being able to participate.**

2. Before departure, it is the student’s responsibility to rearrange any deadlines, tests and assignments. (NA)

3. All class work, projects, tests, etc. **are due upon return to school** unless prior arrangements are made with the teachers. (NA)

4. The choice should be in an area of career interest for the future, not a current place of employment. Expand your horizons; Explore!

5. **Students may not shadow at their parent’s place of employment without guidance approval.**

6. Students and parents are responsible for transportation to and from the place of business. As with any field trips, the school and school board will not assume liability for outside classroom experiences, so please work with us to place your student in an area of safety. Parents are ultimately responsible for placing their teen in a business where safety and security practices are followed.

7. There should be no contact by the employer with the student outside of the shadowing experience without specific written parental consent.

8. Businesses where alcoholic beverages are sold or distributed are prohibited.

9. Students are responsible for **dressing in a manner that the EMPLOYER finds acceptable, and must meet PCSB dress code.**

10. Students are expected to display **appropriate behavior** that the employer finds acceptable **and which meets PCSB policy.**

11. Students must be at work for a specified time that is agreed upon by the employer. Students are expected to stay **four (4) hours minimum/day.**

12. The person you shadow must sign the Confirmation of Shadowing Visit form at the end of the shadow.

13. Students must **mail a hand written thank you letter** to the employer that has been approved by guidance, within three days of the job shadow.

14. Students must provide postage for the thank you note ($0.49)

15. Students must complete a 250 (minimum) word report (typed, double spaced) on their shadowing experience to give to their BB Teacher.

16. If you have any questions, please contact Ms. McCammon or Ms. Looper
I HAVE READ ALL INFORMATION REGARDING JOB SHADOWING AND AGREE WITH THE PROGRAM OBJECTIVES, EXPECTATIONS, OUTCOMES AND REQUIREMENTS AND GIVE MY CHILD PERMISSION TO PARTICIPATE. I UNDERSTAND THAT GREER MIDDLE COLLEGE CHARTER HIGH SCHOOL ASSUMES NO RESPONSIBILITY FOR HEALTH, ACCIDENT OR TRANSPORTATION INSURANCE WHILE MY CHILD IS OUT OF SCHOOL FOR HIS/HER JOB SHADOWING. I AGREE TO PROVIDE (OR ARRANGE) TRANSPORTATION TO AND FROM THE JOB SITE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MS. MCCAMMON OR MS. LOOPER BY EMAIL OR BY PHONE 469-7571.

________________________________________________      Date: __________
Signature of Parent

I GIVE MY PERMISSION FOR MY CHILD TO DRIVE TO AND FROM HIS/HER JOB SHADOW SITE.

________________________________________________      Date: __________
Signature of Parent

Student Signature: ___________________________      Date: __________

Company to be Shadowed: _______________________________________

Name of person to be Shadowed: _______________________________________

Type of Business (Circle One):

Banking & Finance            Information Technology
Education                    Marketing
Health & Medical Services     Service Business (Describe service)
Human Services               International Business
Construction, Production, Manufacturing    Other: __________________________
Engineering
CONFIRMATION OF SHADOWING VISIT (To be completed by person shadowed)

PRINT

Full Name of Person(s) Shadowed

Position/Department

Company Name

Address, City, ZIP

Telephone Number

Signature Verifying Student Attendance

PLEASE TAKE A MOMENT AND EVALUATE THIS STUDENT’S PERFORMANCE DURING TODAY’S ACTIVITY.

Date: __________ Time Arrived: __________ Time Left: __________
(*Student is required to shadow for 4 hours minimum)

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Comments on student:

☐ YES, I would be interested in being contacted regarding this shadowing project.
☐ YES, I would be interested in being involved with future shadowing projects.
☐ YES, I would be interested in being involved with other endeavors of Greer Middle College Charter High School.