



SDNB Career Based Learning Programs Job Shadow

Job shadowing is a school-sponsored career exploration activity. It is a short-term, school-supervised, workplace learning opportunity - with an emphasis on exploration, not work. The job shadow provides a student with a meaningful introduction to the world of work and provides a context for understanding the relationship and interaction between the academics taught in the classroom and the workplace.

Students will spend a minimum of 1/2 day observing and learning procedures within the world of work at a business or agency in your area of interest. Students are encouraged to job shadow beginning in middle school with additional opportunities in high school. Shadowing can be arranged during the school day (with proper approval by building administration), on early dismissal days, in the summer, or during vacation days within the school year.

By job shadowing students will:

- Visit a business and learn about a career field of interest
- Become aware of the educational requirements and specific skills needed for this career.

SDNB job shadow experiences:

- Individually determined Job Shadow placements (arranged with the support of the school counselor).

PRIOR TO JOB SHADOW

In order to take part in a job shadow experience, the student must:

- Complete the Job Shadow Planning Guide (page 2).
- Complete a pre-excused absence form from the school office one week prior to the actual job shadow visit and obtain assignments that will be missed.
- Choose 8-10 questions to ask their shadow mentor on the job shadow (page 3).
- Arrange transportation with their parents for the day of the job shadow.

DURING JOB SHADOW

The student must:

- Bring the 5-10 questions to ask their shadow mentor and write responses provided by their job shadow mentor (page 3)

AFTER THE JOB SHADOW

The student must:

- Complete the Student Job Shadow Evaluation form and return to their guidance counselor (page 4).
- Write a thank you note and provide an addressed envelope with the mentors address within one week of the date the shadow took place.

SDNB Career Based Learning Programs Job Shadow Planning Guide



Name of Student: _____

Career Pathway/Cluster: _____

Careers I am considering in order of which job shadow you would like pursued listed from most interested to least interested:

1)

2)

3)

Please list local businesses that you would be interested in job shadowing

NAME	PHONE #	OCCUPATION

Student's Agreement:

- I understand that I am responsible for completing the job shadow.
- I will contact my shadow mentor as well as my school if I am unable to make the job shadow on the assigned day.
- I understand that my parents and I will arrange transportation.
- I will dress appropriately for my chosen shadow (no jeans unless the occupation requires it).
- I will be cooperative, courteous and ready to learn.
- I will bring a notebook and something to write with as well as a list of questions to ask.
- I will complete the Student Job Shadow Evaluation form within a week of completing the job shadow.
- I understand am representing the school and that all school rules apply at the job shadow site.

Student's Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

**SDNB Career Based Learning Programs
Student Job Shadow Questions**



Directions: Use this list of questions while at your job shadow placement. You will need to ask 8-10 questions during your job shadow experience. The idea is to ask about those things that are important to you. You may want to take a list of questions with you on your job shadow.

NATURE OF THE WORK

- What are the specific duties and responsibilities of this particular job?
- Describe a typical day/week?
- What are the toughest problems you deal with?
- What part of this work do you find most rewarding?

WORK QUALIFICATIONS

- What kind of training, education, or course work is required?
- What skills or talents are most essential in this career?
- What personal qualities are important?
- What kinds of prior experiences are absolutely essential?
- How did you prepare yourself for this work?

WORKING CONDITIONS

- What type of setting, hours, atmosphere, etc. can be expected?
- What obligation does this type of work place upon you outside of the ordinary work week?
- How much flexibility do you have in terms of hours of work, dress, vacation, etc.?

WORK ENTRY

- What types of employers hire people in this field? Where are they located?
- How do I find out about internships/job openings in this field?

WORK ADVANCEMENT

- What additional training or qualifications are necessary for advancement?
- What are some of the job possibilities for experienced workers in this field?
- Is turnover high in this field?
- Do people normally move to another company/organization or do they move up in the company/organization?

EMPLOYMENT OUTLOOK

- How rapidly is the present career field growing?
- If the work you do was suddenly eliminated, what different kinds of work do you feel you could do?
- How would you describe or estimate future prospects?

SALARY QUESTIONS - DO NOT ASK THEM FOR THEIR SALARY

- What is the average starting salary?
- What are the salaries for experienced workers?
- How much do salaries vary in this career according to the employer, region, or industry?

**SDNB Career Based Learning Programs
Student Job Shadow Reflection**



Student Name: _____

Job Shadow Site: _____

Job Shadow Mentor Signature: _____

Circle one with 1 being the lowest and 5 being the highest.

- How would you rate the overall experience? 1 2 3 4 5
- Shadowing increased my understanding of this workplace? 1 2 3 4 5
- My shadowing experience helped me think about career options? 1 2 3 4 5
- I would recommend this business as a shadow for other students? 1 2 3 4 5

Would you consider pursuing a career in this field? Why or Why not?

What did you like best about the job shadowing experience?

What did you like least about the job shadowing experience?

Describe 3 activities you observed or participated in during your job shadow.

Do you have any suggestions for improving the job shadowing experience?