

JOB SHADOWING PROGRAM

POTTSGROVE HIGH SCHOOL

Student Instructions

- BEFORE YOU GO:
 - Obtain business contact information.
 - Contact business to arrange date and times for site visit.
 - Complete the Job Shadow Permission Form and submit it to the attendance office three (3) days prior to the visit. (unless your visit is during the summer or over a holiday).
 - Prepare for your visit:
 - Research information about the company (check the website).
 - Think about the questions you will ask. See “Questions to Ask Sponsor” and add your own questions.
 - Ask about appropriate attire for your visit and follow this advice.
 - Ask about arrival time, where to park, what door to use and where to meet your sponsor.
- WHEN YOU GET THERE:
 - Plan your travel time to arrive 15 minutes early.
 - Take your questions list and the “Host Evaluation” form with you.
 - Greet your sponsor with a smile and a handshake.
 - Stand up, shake hands, and tell him/her your name.
 - Give your sponsor the “Host Evaluation” form.
- AT THE SITE:
 - Observe how people relate to each other.
 - Observe how people dress.
 - Observe what your sponsor and other people do with their time.
 - Observe the work atmosphere.
- QUESTIONS YOU MAY BE ASKED:
 - How did you become interested in this field?
 - What courses have you taken in high school? Do your grades reflect your ability?
 - What kind of personal strengths do you possess?
- WHEN YOU LEAVE:
 - Shake hands with and thank your sponsor for taking time to meet/talk with you.
- AFTER YOUR VISIT:
 - Write and send a thank you note to your host.
 - Upload your completed Job Shadow Student Reflection Sheet in the Job Shadow Schoology course.
 - Upload your completed Host Evaluation form in the Job Shadow Schoology course.

- The absence will be marked as an AU (absence unexcused) until the Host Evaluation and Job Shadow Student Reflection Sheet have been completed and submitted. At that point it will be changed to a JS (Job Shadow).
- The absence will be marked as a JS (Job Shadow) day so long as the Host Evaluation and Job Shadow Student Reflection Sheet have been completed and submitted within five (5) days. If this is not completed within five (5) days the absence will be marked as AU (absence unexcused).

JOB SHADOWING PROGRAM

HOST EVALUATION (to be completed and uploaded)

Please assist us by providing feedback on the Job Shadowing Program. Circle (in ink) the appropriate response adding comments if you wish. If answering "No," please explain.

Student Name: _____ Date of Visit : _____

Company/Position: _____

- | | | | |
|---|-----------|--------------|------|
| 1. Did the student make the initial contact with you/your company? | Yes | No | |
| 2. Did the student arrive on time? | Yes | No | |
| 3. Do you feel the student was prepared for this visit? | Yes | No | |
| 4. Was the student appropriately attired? | Yes | No | |
| 5. Did the student seem interested (ask questions, actively participate, etc.)? | Yes | No | |
| 6. How would you rate the overall success of this visit? | Excellent | Satisfactory | Poor |
| 7. Would you participate again with another student? | Yes | No | |
| 8. Did the student participate in the Job Shadow for 6 hours? | Yes | No | |

Comments/Suggestions:

Thank you for your involvement in this program and your input regarding this visit.

Sponsor Name

Please Print Phone

Sponsor Signature

JOB SHADOWING PROGRAM

Questions to ask Job Shadow Host while you are there.

1. Describe your job duties.

2. What type of training/education is needed to enter this field? What training/education is needed to advance/get a promotion in this field?

3. What skills do you have that are most useful for your job?

4. What do you like best about your work?

5. What do you like the least about your work?

6. What changes have occurred in this occupation over the last few years? What changes are anticipated for the near future?

7. What salary can be expected at the entry level?

Formulate three other questions you would like to ask on the day of your visit. Write them below.

8.

9.

10.

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Student Reflection (to be completed and uploaded)

STUDENT NAME _____

Date of Visit: _____ Host: _____

Job Title/Company: _____

1. List the essential skills and educational qualifications needed for this position:
2. What preparations were especially helpful to you in getting ready for your visit?
3. How did you feel in that work environment?
4. How can you use this experience in formulating your career plans?
5. What was most worthwhile about your visit?
6. Is there another place you would like to visit? If so, where?
7. Is this a job/career area that you would consider for your future? Why or why not?
8. Would you recommend this shadowing experience to other students? If no, please explain.

JOB SHADOWING PROGRAM

Permission Form (to be submitted to the office)

Student Information

Student Name: _____ Student ID#: _____

Date of Visit: _____

Host Information

Host Name: _____

Host Email Address: _____

Job Title: _____

Company: _____

Company Street Address: _____

City: _____ State: _____ Zip Code: _____

Company Phone Number: _____

Permissions

By signing below you are providing permission to your student to visit the above listed workplace to complete a job shadowing experience on the listed date. You are also acknowledging that you have reviewed and understand the expectations as laid out in the Job Shadow Day Checklist and Job Shadow Day Frequently Asked Questions.

Student Signature _____ Date _____

Parent Signature _____ Date _____

JOB SHADOWING PROGRAM

Frequently Asked Questions

1. What is a job shadow?

Job shadowing involves spending one day with a seasoned expert, observing everything that he or she does that is related to the work that is expected to be accomplished as part of the daily routine of the job.

2. Is a job shadow a privilege?

Yes, a job shadow is a privilege so it is very important to make a first good impression. You represent Pottsgrove High School.

3. What is the goal of a job shadow?

The goal of the job shadow is to learn as much as possible by observing, asking thoughtful questions, and taking good notes that will benefit your college and career decisions.

4. What questions should I ask during a job shadow?

You will be provided with a list of questions to ask but we encourage students to develop their own questions.

5. Who should participate in a job shadow?

Any 11th or 12th grade student who wants to know more about a specific career or who isn't sure what career to pursue.

6. What is the advantage of a job shadow?

Actually, there are several advantages.

You see firsthand what really goes on in the workplace

You can explore a career in which you might be interested

You can decide on a college major and begin to explore college choices

You will meet people (contacts) that may help with future internships and jobs

You will understand what is needed to get different jobs

A copy of your evaluation/reflection will go in a personal folder

7. How do I get a sponsor to shadow?

If you don't have one please stop in to the guidance office and they can provide you with the needed contact information for a variety.

8. Do I need my own transportation?

Yes, the school does not provide transportation. There may be some job shadow opportunities that will include transportation be sure to follow the announcements for these opportunities.

9. Does a job shadow count as an absence from school?

No. You will be marked as a JS (Job Shadowing Day) as long as the required Permission Form, Host Evaluation, and Student Reflection are submitted on time.

10. How many job shadows can I participate in?

Only one per year, that will not count as an absence from school, but as many as you want on your own time.

11. Can I do my job shadow at the same company in both my 11th and 12th grade year?

We prefer that you explore different careers of interest for each job shadow day. However, if the company is large enough and has multiple departments with different responsibilities you can go to the same company and shadow people with different roles. For example GlaxoSmithKline employs a wide variety of people from chemists and engineers to accountants and sales people. To get credit for shadowing twice at GlaxoSmithKline you would need to shadow people in two different roles.

12. How long do I have to be present at the job shadow for it to get credit as a JS day?

A minimum of 6 hours.

13. When do the forms need to be submitted?

The Permission Form is due three (3) days prior to the job shadow day.
The Host Evaluation and Student Reflection are to be uploaded to the job shadow Schoology course within five (5) school days after the job shadow.

14. What happens if I don't submit my paperwork?

The day will be counted as an unexcused absence (AU).

15. What are my responsibilities for participating in a job shadow?

There are several responsibilities:

- Complete and return permission form at least five days before shadow
- Call to confirm job shadow appointment three days before shadow
- Go to work site on time
- Dress appropriately for the position.
- Act mature, professional, and enthusiastic
- Bring paper, pen, and job question sheet
- Send 1 personalized thank you letter to job shadow host within three days of job shadow (you may want to make a copy for your own personal file)
- Complete and upload evaluation form and with reflection within five (5) days of job shadow