

Quincy High School

Junior Year

Job Shadow Workbook

Quincy High School Job Shadow **What is a Job Shadow?**

A job shadow is a minimum of a 4-hour period of time when you have an opportunity to explore a career field of interest. Employers have made employees available to spend time with you to share information about their positions and help you learn about different career opportunities.

This is an opportunity for you to learn by observing. Your primary objective is to learn what the duties and activities are of the person you have chosen to job shadow so you can make a better career choice for your life. This means that you are primarily a background observer—watching, listening, taking notes—and asking the occasional question. At some point, when it is not disruptive, you will want to ask questions about the career, including questions on the questionnaire included in this packet.

Your goal, without being a “pest” to your mentor, is to learn as much as you can about the career field you have chosen to study. This will allow you to make a better decision about your future, including training, education, and career choices.

Here are some of the guidelines for your job shadow:

- Plan to spend 4 consecutive hours on the job site.
- Job shadow with someone outside your family.
- If you are working in the chosen area already, ask your employer to suggest someone else in that area for you to job shadow. This broadens your opportunities to learn.
- Spend most of your time listening, observing, and taking notes.
- Practice being professional. Be polite, on time, and dressed at least as well as your mentor. Be observant and aware of what is happening.
- Your advisor must approve your plan before beginning your job shadow experience.
- If you have any questions about your job shadow, ask your advisor.

Quincy High School Job Shadow: Student Requirements

Job Shadow Decisions:

- a. 4 hours on job site
 1. Preferred = 1 4-hour block
 2. Accepted = 2 2-hour blocks
- b. Completing the Job Shadow means completing all requirements on the checklist.
 1. Choose a career field
 2. Make contact with a mentor/job site to secure your time and date.
 3. Complete the checklist
 4. Complete the parent permission letter
 5. Complete the mentor acceptance letter
 6. Complete the accident waiver form
 7. Complete the teacher permission form (if the job shadow is during school time; note: all class work must be made up)
 8. Use the Job Shadow Hints while preparing for and attending your job shadow.
 9. Complete your questionnaire while at your job shadow site.
 10. Include a completed job shadow mentor evaluation form in your portfolio
 11. Complete the student evaluation form
 12. Send a "thank you" note and file a copy of it in your portfolio.
 13. After all parts of your job shadow are complete, have your advisor sign the bottom of the checklist.

Alternative to Job Shadow:

- a. Career Options paper (8-10 pages)
- b. Minimum 3 pages per career addressed
- c. Minimum of 2 careers must be addressed
- d. Minimum of 2 pages for career comparison part of paper
- e. Font size 10-12; double spaced, standard font (Arial, Times New Roman, etc.)
- f. Paper content:
 1. Define career, work characteristics
 2. Explain why the career interests you
 3. Describe educational & training requirements
 4. Describe salary, promotion potential, career opportunities, and benefits
 5. 1-4 above are required for each career option
 6. Compare career options; input your opinion
 7. Interview someone in one of these careers; include this interview as an attachment to the paper (not part of the page count minimum)

Quincy High School Job Shadow: The Big Picture

The job shadow experience is designed to be a major step in the character building process of high school juniors as they grow from students into adults and become contributing members of society. The job shadow experience will help confirm (or disprove) ideas these students have about specific careers. Through their advisory class, students should be researching and identifying career interests. They will be identifying their personal strengths, interests, and abilities to help them choose career fields that use these talents. By their senior year, they should have a clear vision of their path to pursue further training, education, and employment. A component of the program is character education. The job shadow experience provides the student the opportunity to develop and demonstrate the following character traits:

Honesty	Integrity	Trustworthiness	Respect	Responsibility
Fairness	Caring	Citizenship		

The job shadow program encourages self-examination, planning for the future, and goal setting. Successful completion of the job shadow will mean the student is better prepared for life after high school.

Sample Phone Call to Mentor

Begin this process in a positive way by having a professional phone conversation with your prospective job mentor. This phone call is similar to you asking for a job interview so it is important that you make a good impression during your call.

Example: "Hello, my name is _____. I am a junior at Quincy High School and I am interested in learning more about a career in _____. Part of my junior year requirements include a job shadow with someone what has been successful in this career. With your permission, I would like to do my job shadow with you. I would like to visit you at work and observe you at your duties during a 4-hour period of time. Some time during that visit, I will have a series of questions to ask you. We would do this when it is convenient for you. I would like to do this job shadow during the week of _____(dates/months), but it will need to be at a time convenient for you. Would you be willing to let me job shadow with you during this time period? (if NO): Is there another time when it would be possible to do it? When?_____ I look forward to meeting with you for this job shadow. Thank you for your time. I will drop by _____ (soon, date time...) to introduce myself and get written approval from you for this experience.

*When you have a verbally approved job shadow, make sure you have the right time, dates, and address and then get this information back to your advisor. Your next step will be to get a written agreement on your mentor acceptance form. Then you will need to turn in your parent permission slip, accident waiver, and teacher permission.

Quincy High School Job Shadow: Checklist

Student Name: _____ Career of Interest: _____

Job Shadow Site: _____ Job Shadow Mentor: _____

Approved Date: _____ Approved Time: _____

As a job shadow participant, you are expected to fulfill the list of requirements. Please follow this order to complete your job shadow:

Step 1: The following items must be approved by your advisory PRIOR to your job shadow.

- _____ Signed parent permission slip
- _____ Signed mentor acceptance form
- _____ Teacher permission form (only if during school hours)
- _____ Advisor and student signatures are complete (see below)

You are representing Quincy High School while you are out in the community, and are representing Quincy if you are doing your job shadow experience in another community. Act and dress appropriately!

Student acknowledgement signature: _____

Advisor verifies that all forms are properly completed to begin job shadow.

Advisor signature: _____

Step 2: The following items are part of your visit to your job shadow site:

- _____ Student Interview Questionnaire ; complete during your visit
- _____ Mentor Evaluation; to be completed by your mentor
- _____ Student Evaluation Form; complete at the end of your visit

Step 3: The following items must be completed upon return from your job shadow site.

- _____ Send a thank you letter and put a copy in your portfolio.
- _____ Place your completed Student Evaluation in your portfolio.
- _____ Place your completed Mentor Evaluation in your portfolio.

The Job Shadow is complete. Advisor Signature: _____

Quincy High School Job Shadow: Parent Permission Slip (Step 1)

Dear Parent/Guardian:

Quincy High School is participating in a Job Shadow Program by requiring job shadowing of all students in grade 11. It is part of the ongoing process of helping our students prepare to select the most appropriate career field for their future. Students are given an opportunity to explore an occupation or career they are interested in. Students will go on site with an employer or employee doing the job they want to learn about. Students will spend at least 4 hours at the job site.

Job shadowing is a graded part of the advisory class. If a student chooses not to participate in a job shadow experience, they will assigned an 8-10 page comparative paper on at least 2 careers that they are interested in. Students MUST complete 1 of these 2 options to pass junior advisory.

Job shadow positions are limited to the support from the community and thus are filled on a "first-come, first-served" basis, meaning that students who complete the paperwork early will most likely be able to job shadow at the business of their choice and at a time they prefer.

Students are encouraged NOT to do job shadows during the school day. If a student must job shadow during the school day, the student is required to make up missed classwork. Students will also have to furnish their own transportation to the job shadow site. They will be expected to get to the job site by walking, having a parent take them, or by using their own vehicle.

Job shadowing is an opportunity to expand the student's range of experiences and knowledge in a chosen career field. To do this, the student should select a job site not supervised by a relative. We also recommend that if the student is already working in a field chosen for the job shadow that he/she chooses a different employer for this experience.

This form must be read and signed, indicating your permission, then returned to the Advisory teacher. If you have any questions, you may contact your student's advisory class teacher at (509) 787-3501.

I understand the importance of the Job Shadow to my education. I know that it is a privilege to participate and that people outside of the school are giving up valuable time to help me learn about their job.

By signing this contract, I agree to complete all of the requirements needed to job shadow, and that I have also read and understand the Student Rules for the Job Shadow, as listed below.

My Job Shadow will be with _____ on this date(s) _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

*This signature authorizes emergency medical treatment and the agreement to defend and hold harmless the Quincy School District and the Community Job Shadow Mentor from any and all claims and losses resulting from student travel between sites or to the job site.

Student Rules for the Job Shadow

1. I must have all the proper forms filled out (as listed in the job shadow checklist) before I can complete my Job Shadow. I will also complete and turn in the proper forms following my job shadow experience.
2. Under no circumstances am I to simply "not show up" to my Job Shadow appointment. If I am unable to attend, I will contact the Job Shadow Mentor and my advisory teacher BEFORE the scheduled event.
3. All rules of conduct that exist in school also exist during the Job Shadow. If I break a rule, I will be disciplined as if I were in school.
4. I will remember to represent my school and community well by acting and dressing appropriately for the chosen career.
5. Have fun! Enjoy your Job Shadow!

Quincy High School Job Shadow: Mentor Acceptance (Step 1)

To the prospective Job Shadow Mentor:

Quincy High School is strongly encouraging all juniors to participate in a 4-hour Job Shadow Program in a career field that they are interested in. This student has come to you to ask for your support as a Job Shadow Mentor.

The Job Shadow experience is expected to be one 4-hour block of time (or possibly two 2-hour periods) during which the student observes you at your work and when appropriate, asks you questions about the career field. Some of the questions will be about training and education requirements; some will be about the benefits and wages; and some will be personal—such as why you like your job.

If you are willing to support this student in this way, you will be doing a great service to this student and our communities by helping the student make more educated decisions about future training, education, and employment.

If you will help, please indicate your willingness to mentor this student by signing the “Mentor Acceptance” line on this form.

(Student: Complete this portion, and then give the form to your Job Shadow Mentor to sign.)

Student Name (print): _____

Job Shadow Business (print): _____

Mentor Name (print): _____

Mentor Acceptance (signature): _____

The student will need to coordinate with you and the school for a specific date and time to participate with you. We are hoping that most Job Shadows can occur during non-school times. However, we understand that this is not always possible. Between the two of you, please identify the best dates and times to do this Job Shadow. The student will confirm the final date and time with you.

Preferred Date: _____ Times: _____

Second Choice: _____ Times: _____

Third Choice: _____ Times: _____

Thank you for your support of Quincy Schools!

Quincy High School Job Shadow: Teacher Permission Form (Step 1)

All Job Shadows must be completed during non-school times unless it cannot be avoided. This form is **ONLY** needed if you must do your job shadow during school hours.

If you must do your job shadow during school, please explain why:

I understand that I must have this form signed and returned **PRIOR** to the Job Shadow, or I may be denied participation. I also understand that I am responsible for the information I will miss in my classes.

Student Signature: _____ Date: _____

If approved, on _____, I will miss the following classes 1 Advisory 2 3 4 5 6 7
(circle affected periods)

Teachers:

This job shadow is planned for the educational benefit of the student and is a required activity for juniors in their advisory class. Please discuss the effects this absence will have with the student and arrange for all assignments to be completed due to the absence. Failure to clear this activity prior to the event may involve denial of participation.

Please circle "Yes" or "No" for the period are or are not giving permission to the student to miss. List assignments and concerns, and then sign the form.

Period	Permission	Comments	Teacher Signature
1	Yes No	_____	_____
Adv.	Yes No	_____	_____
2	Yes No	_____	_____
3	Yes No	_____	_____
4	Yes No	_____	_____
5	Yes No	_____	_____
6	Yes No	_____	_____
7	Yes No	_____	_____

Quincy High School Job Shadow: Success Hints

Punctuality

Arrive at your job site on time. Plan to arrive 5-10 minutes early.

Appearance

Dress appropriately:

Dress at least as well as your mentor.

Grooming:

Professional appearance

Shower, brush hair, brush teeth.

Clean and cut nails. No chipped polish.

Males:

Slacks or dress pants. No jeans if possible. No holes.

Shirts with collar or buttons. Tucked in.

Clean, laced, and tied shoes.

No t-shirts with logos. No hats. No shorts

Females:

Skirts or dresses with hosiery, or appropriate slacks.

Clean shoes.

Modest jewelry.

No tight pants. No revealing necklines.

No short skirts. No shorts shirts.

Professional Conduct

Smile

Make eye contact

Use a firm handshake when greeting your mentor.

Don't slouch.

Use attentive body language.

Use a friendly greeting: "Nice to meet you."

Speak distinctly and pleasantly.

No slang.

Thank them as you leave.

Opportunity

This is your opportunity to learn about this career field.

Ask questions.

Listen to your mentor at work.

Cooperate.

Speak clearly.

Enjoy yourself.

Have a positive attitude.

Have fun.

Quincy High School Job Shadow: Student Interview Hints

Take this opportunity to learn the most about your career field.

Here are some hints that will help you collect the information you want to know about this career. One way to do this is to organize your thoughts around the following questions. Then, ask yourself how you see yourself working in those situations.

Who: Who did you job shadow? Who else do you know in this career field? What position do they hold in their business?

What: What does this person do? What does the company do? What kind of equipment did you see being used?

Why: Why did you choose this job site for your job shadow? Why did your mentor choose this career? Why do they like it?

Where: Where is the job located? Where else are these jobs available? Where else does this company have offices? Are the jobs available in urban areas? Suburban areas? Small towns? Rural areas?

When: When did your mentor decide on this career? When will you be ready, prepared, trained, schooled, licensed to start the career?

How: How did your mentor prepare for this career? How does he/she recommend you prepare for this career? How can you become qualified to do this job?

How are the following skills being used in this career field?

Math

Science

Reading

Writing

Computer skills

Logical thinking

Creative expression

Understanding how your government works

Be curious. It's okay.

Be polite.

(It's okay to ask about the career salary range,
but don't ask how much money your mentor makes.)

Quincy High School Job Shadow: Student Interview Questionnaire (Step 2)

The following questions should help you get the most out of your job shadow experience. You should also ask some of your own questions.

1. What is the main purpose of this organization?
2. What are your responsibilities?
3. How is technology used in this job?
4. What type of training, skill, and education are needed for this job?
5. Why did you decide to do this type of work?
6. What do you like most about your job?
7. What do you like least about your job?
8. What is the salary range for someone working in this field? What is the average starting wage?
9. What type of benefits are connected to this type of work?
10. Do you have any advice for me as I consider my career choices?

Quincy High School Job Shadow: Mentor Evaluation (Step 2 & 3)

Quincy High School
Attn: _____(advisory teacher)
16 6th Ave. S.E.
Quincy, WA 98848

Student: Give this form to your Job Shadow Mentor. Ask him/her to complete it, put it in the self-addressed stamped envelope that you have provided, and have them mail it to the above address. If the mentor wishes to complete the form and give it to you following the job shadow, it is your responsibility to show your advisor and put it in your portfolio. This form must be received for your job shadow to be complete!

Student Name: _____ Mentor Name: _____

Job Shadow Mentor: Thank you for participating in the Quincy High School Job Shadow Program and for your support. Please fill out this form and return it to the student, or mail it to us at the address listed above. We welcome your complete and honest responses.

Was the student prepared for the Job Shadow experience? _____
Why or why not? _____

Briefly evaluate the student in the following areas:

4 = exceeds expectations, 3 = meets expectations, 2 = below expectations, 1 = needs improvement

- | | | | | |
|---------------------------------------|---|---|---|---|
| • Appropriate appearance? | 4 | 3 | 2 | 1 |
| • Social skills/behavior? | 4 | 3 | 2 | 1 |
| • Appropriate attitude? | 4 | 3 | 2 | 1 |
| • Appropriate body language? | 4 | 3 | 2 | 1 |
| • On time? | 4 | 3 | 2 | 1 |
| • Willing to learn about this career? | 4 | 3 | 2 | 1 |
| • Asked appropriate questions? | 4 | 3 | 2 | 1 |
| • Interested in the experience? | 4 | 3 | 2 | 1 |

Comments:

Do you have any questions or comments that will help us make this a better program?

Would you be willing to mentor another student in the future? _____

Signature: _____

Quincy High School Job Shadow: Student Evaluation (Step 2 & 3)

Student: Please complete this form when you have completed your Job Shadow experience. You may complete it as the Job Shadow Mentor completes the mentor evaluation, or you may complete the form at home. Make sure that you turn this form and your mentor evaluation in to your advisory teacher to have it checked off of the Job Shadow Checklist. Then, put the form(s) in your portfolio. You may type your answers, use additional pages if necessary, or continue the answers on the back of this page.

Student Name: _____ Date: _____
Mentor Name: _____
Job Shadow Site: _____

1. Briefly describe your experience:
2. What did you like most about the job shadow experience?
3. What did you learn about the career you explored?
4. How does this career relate to what you learn in school?
5. How does this career fit into your interests, abilities, and personal goals?
6. After this experience, are you considering this job as a possible career?
Why or why not?
7. What was valuable to you about this experience?
8. Why would you recommend this mentor to future Job Shadow students?
9. Would you like to work for this organization? Why or why not?
10. Any other comments/thoughts?

Quincy High School Job Shadow: Thank You Letter Format (Step 3)

Follow the guide below when writing your thank you letter to your mentor.

Current date (4 returns)

Roger Lewis
Senior Grower
Lewis Plants and Flowers
1234 56th Street S.E.
East Wenatchee, WA 98989 (2 returns)

Dear Mr. Lewis: (2 returns)

I would like to thank you for the opportunity to job shadow with you. This was my first job shadow experience and I was very nervous. Your kind words put me at ease. Once I saw the way you work with other people, I realized there was no reason to be nervous. I had a lot of fun watching you and the other growers in the greenhouses. This as an experience that I will not soon forget.

I would also like to thank you for having such a great impact on my life. You gave up a few hours of your busy day to show a high school student what it would be like to have the job of his dreams I have learned so much in such a small amount of time. You have changed my life forever. Before my job shadowing experience, I didn't know what profession to go into. You have helped me make a career choice and for that I can't thank you enough. I plan to go to W.S.U. and enter the Horticulture program. Thank you again for helping me to choose what to do with the rest of my life. (2 returns)

Sincerely, (4 returns)

(your signature goes here)

Clint King

Hints:

- Mention the most interesting thing you saw or learned.
- Make the letter neat. Pay attention to correct spelling.
- Keep it short. It should not be more than 1 page in length.
- Write and mail it the day you return from your job shadow. **DON'T PUT IT OFF.**