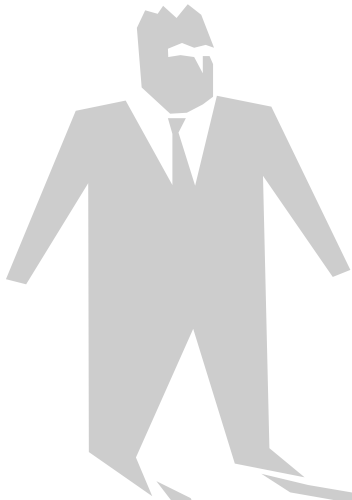


# Job Shadow Student Packet



Tigard  
High  
School

**Definition of a Job Shadow:** A structured career activity where a student follows an employee at a company location for three or more hours to learn about a particular occupation or industry. The purpose of job shadowing is to help students explore a range of career options.

## HOW TO IDENTIFY POSSIBLE JOB SHADOW CONTACTS:

1. Identify your Job Shadow Career Choice: \_\_\_\_\_
2. Choose a person to contact from the following choices: Ask parents, family friends, mentors or professionals you know for referrals, Tigard Chamber of Commerce, Internet for professional organizations.

Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

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Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

## GETTING CONNECTED & MAKING THE APPOINTMENT: TIPS & SCRIPTS

### 1. Getting to the right person

- **Don't give up if you encounter a rejection or your first "no."** The first try at this may be a little nerve-racking. Once you try it you'll see that it is not that hard and people are usually pretty nice.
- **If you are calling a general number at the place of business, ask for the manager of Human Resources (HR) or Personnel.** If the company does not have an HR/Personnel department, ask the person who answers the phone to help you make a connection to the right person.

### 2. Making the Appointment

- **Relax!** People in the workplace are very interested in students who are interested in what they do for work.
- **Prepare!** Before you call practice what you are going to say a few times and you will feel more relaxed once you make the call.
- **Don't be shy to ask!** If the answer is "no" or the person you speak with is not able to host you for job shadowing, ask them if they can recommend someone else who might be interested.

# **\*Job Shadow Checklist\***

*Read carefully and follow*



## **BEFORE your Job Shadow:**

- Read “**How to Identify Possible Job Shadow Contacts**” in packet and begin to research places to do your job shadow.
- Read “**Script For Making The Job Shadow Appointment Call**” in packet and begin making phone calls to secure a job shadow. Use the call log to keep track of your calls. Once a job shadow is arranged, write down the confirmation information in the space provided.
- Discuss the job shadow opportunity with your parent/guardian and make travel arrangements.
- Fill out a prearranged absence form (if missing school), and turn into student services.
- Telephone the site host two to three days prior to job shadow to confirm the job shadow date, time, location, directions, etc. (see **Script for Confirming The Job Shadow** in packet)
- Find out where your business appointment is located and map out how you plan to get there, how much time is needed, where to park, etc.
- Select a professional outfit to wear that is appropriate for the environment.
- Review **Sample Questions to Ask During Job Shadow** in packet to ask your Workplace Host.
- Print out a copy of your updated resume to bring just in case the topic of “available jobs” comes up. You never know when opportunities will present themselves!
- Obtain a notebook and pen in order to record information and answers to your questions.

## **DAY OF your Job Shadow:**

- **BE ON TIME** (which is at least 5 minutes early) and **DRESS APPROPRIATELY!**
- Introduce yourself to your mentor with a handshake.
- Display polite and courteous behavior and ask relevant and thoughtful questions.
- Look at the paperwork, equipment, technology, environment, etc., Try to get a feel for what it is really like to work there on a daily basis.
- Ask your host for their business card. Save this card for information needed to write a thank you letter and for future reference about this career/job.
- Depart on time and thank everyone involved telling them you appreciate their time.

## **AFTER your Job Shadow:**

- Complete the **Job Shadow Student Reflection Form** in packet to reflect on your experience.
- Send a thank you note (see “**Writing a Thank You Letter**” form in packet) to the business representative **no later than three working days** following the job shadow

**Enjoy and make the most of your job shadowing opportunity!**

# SCRIPT FOR MAKING THE JOB SHADOW APPOINTMENT CALL

Hello. My name is \_\_\_\_\_. May I please speak to *(name of contact person)?* *(If the person is not there, leave your full name and purpose of your telephone call. Tell the person taking the call that you will call the person back.)*



*(Name of contact person)*, I am a student at Tigard High School. I am in the process of investigating possible future careers and I would like to find out about a career in \_\_\_\_\_ (type of career or job). Could I make an appointment with you to ask you about your job and see what your work environment is like?

What time would be most convenient for you? *(date and time they give you)* is fine. Thank you.

Could you please give me directions to your company? *(Make sure you write these directions down. If you are driving, ask about parking.)*

*(Depending on the type of company and your familiarity with the company, you may want to ask about the dress code for the company.)*

Thank you very much for your time. I look forward to seeing you on *(repeat time and date of shadow to make sure you have it correctly)*.

## Call Log

Keep a log of when you call, leave a message or email potential business professionals

DATE	PERSON/BUSINESS	NOTES

## Appointment scheduled

<b>Date</b>	
<b>TIME</b>	
<b>LOCATION</b>	
<b>CONTACT PERSON</b>	
<b>PHONE/EMAIL</b>	

# SCRIPT FOR CONFIRMING THE JOB SHADOW

**(to be made 2-3 days before job shadow)**

“May I speak with *(name of contact person)*, please?”

Hi, my name is *(give your name)* calling from Tigard High School to confirm my job shadow appointment on *(day, date, and time)*.

Thank you and I look forward to meeting you.

**[If your contact person is not available, ask if you can leave a message and leave the same information written above.]**

# Sample Questions to Ask During Job Shadow

## Introduction

- What is your occupation and job title?
- How did you become interested in this type of work?
- Why did you choose this career?
- How did you get your job with this company?

## Qualifications

- What type of education and/or training were required for this job?
- What classes did you take in high school that prepared you for your job?
- Did you have to interview, take any tests, complete an internship or apprenticeship for this position?
- What kind of experience was required for this job?
- What personality traits are important for this job?
- What kind of technical knowledge is required for this job?
- How are technology demands increasing or changing?

## Duties

- How many hours do you work in a typical week?
- Are certain times of the month or year busier than other times?
- What kinds of things are you required to do as part of your job?
- Are you required to supervise other employees as part of your job?
- Do you have to depend on others in order to accomplish your job?
- Do you take work home?
- Do you work a shift? What choices do you have in making your work schedule?

## Salary and Benefits

- What are the salary ranges for different levels in this field?
- What types of fringe benefits are offered to you for your job?
- How are "raises" earned?
- What is the opportunity for advancement in this area?

## Personal Satisfaction

- What do you like best about your job? Least?
- How has your company kept up with technology and progressive business management techniques?
- How does your job affect your time away from work?
- What kind of personal satisfaction do you get from your job?

## Miscellaneous

- What advice would you give a student interested in this career?
- What changes do you see in this area within the next 5-10 years?

## Job Shadow Student Reflection Form

*Now that you have completed your job shadowing experience, you will want to take some time to think about your future career plans. To start this process, respond to the following questions.*

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Job Shadow: \_\_\_\_\_

Business Shadowed: \_\_\_\_\_ Name of Host:  
\_\_\_\_\_

Address: \_\_\_\_\_ Phone:  
\_\_\_\_\_

Describe the specific occupation, department, or position of the host you visited.

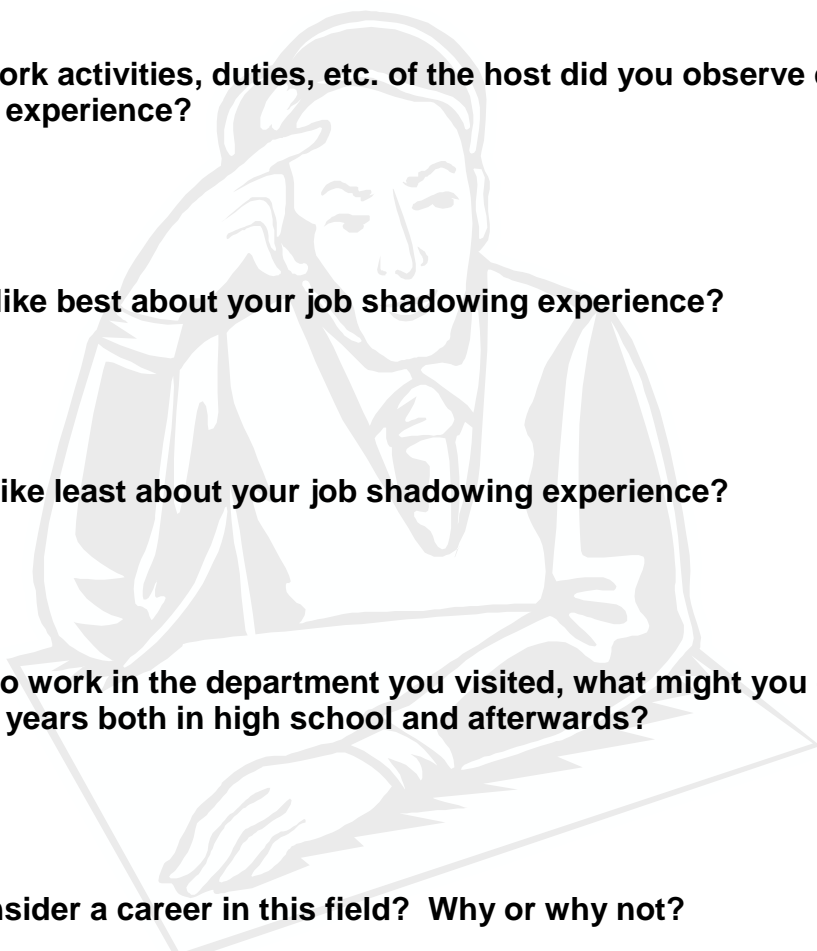
What type of work activities, duties, etc. of the host did you observe during your job shadowing experience?

What did you like best about your job shadowing experience?

What did you like least about your job shadowing experience?

If you wanted to work in the department you visited, what might you do to prepare in the next five years both in high school and afterwards?

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



## Writing a Thank You Letter

***Thank you letters are an important business courtesy. When you tell people how much you appreciate good things they have done, you reward them for their efforts, make a good impression, and encourage them to repeat their participation.***

It is important to thank your "Workplace Mentor" for the time and effort they have given to help you in career exploration. The following is a model for a thank you letter. On a separate sheet of paper, write your own letter and send it to your "Workplace Mentor". **Be sure grammar and spelling is correct.**

{Date (month day, year)}

*(four spaces)*

{Your Mentor's Name}

{Your Mentor's Title}

{Name of Company}

{Street Address}

{Suite, Floor or Room Number}

{City, State Zip Code}

Dear {Mr., Mrs., or Ms. (Workplace Mentor's Last Name):}

{Paragraph 1: Thank your Workplace Mentor for his or her time and helpfulness.}

{Paragraph 2: Tell him or her why the experience was important to you. Share some of the things you learned through the job shadowing experience}

{Paragraph 3: Add anything else you would like to say.}

Sincerely,

{Sign your name}

{Print your Name Below Your Signature}