



Job Shadow Documents

2022-2023

Purpose

The purpose of job shadowing is to give you a work-based experience where you spend one-on-one time with someone in a job field you are seriously considering. It provides you a great opportunity to ask questions related to the job and industry, network with people in the field, and gain some valuable hands-on experience.

This experience should provide you, the student, with a meaningful introduction to the world of work and provides a context for understanding the connection between your early schooling, college (if applicable), and careers. Specifically, a job shadow should help you accomplish the following:

- Begin to identify career interests.
- Observe the daily routine of adult workers.
- Gain awareness of the academic, technical, and personal skills required by particular jobs.
- Develop and apply communications skills by interacting with and interviewing workers.
- Realize that different jobs are characterized by different work cultures and working environments.
- Begin to understand the connection between school, work, and achieving goals.

The State of Michigan has [guidelines](#) pertaining to what it hopes you achieve from all of your K-12 education

“Career & college-ready students possess the skills necessary to earn a self-sustaining wage and participate in postsecondary opportunities without remediation. This means that they:

- Use technology and tools strategically in learning and communicating
- Use argument and reasoning to do research, construct arguments, and critique the reasoning of others
- Communicate and collaborate effectively with a variety of audiences
- Solve problems, construct explanations and design solutions”

So, job shadowing, in a nutshell, is to give you the information, connections, and tools necessary to achieve your dreams!

Checklist

Before Job Shadow Day

- ☐ Select a job shadow site
- ☐ Call to arrange the experience (see sample phone script in [appendix A](#)
Do not just read from the script)
- ☐ Find out if there are special considerations you need to make such as:
 - ☐ Appropriate dress code
 - ☐ Lunch arrangements (space to put yours, place to buy it, etc?)
 - ☐ When and where to meet them
- ☐ Generate your list of questions (see sample questions to choose from or create your own)
- ☐ Know where you are going
- ☐ Have materials prepared in advance:
 - ☐ Verification Form
 - ☐ Notepad/paper, pen or pencil
 - ☐ Parent/Guardian Job Shadow [Permission Form](#)

During the Job Shadow Experience

- ☐ Be courteous and polite
- ☐ Ask your questions and give time for them to answer
- ☐ Before you leave, have them sign the verification form
- ☐ Send a thank you note, letter, or email to your host
- ☐ Share experience with your mentor
- ☐ Provide the employer with the [Packet for Employers](#) some items are included as examples only in the appendices
- ☐ Complete reflection/summary Form

Documentation

You mentors will have a way to document your experience.

But also, you will provide the employer with a packet of information. It has the verification form, a feedback form, and some extra talking points that might be useful for them.

You will need to complete a final observation survey which includes a reflection and a summary paragraph of your experience. You should also include this information in your digital portfolio to showcase your experiences as a potential resume some day.

Sample Questions

You should have 10 questions, at least to ask the job shadow experience. Feel free to choose from this list or create your own.

What do you like about your job?

What don't you like about it?

Can you describe a typical day at work?

What's the hardest part about your job?

What's the biggest challenge you've faced at work?

What are the advancement/growth opportunities?

Is there anything you wish you would've done to better prepare yourself?

What skills are the most important in your job?

What's something that most people don't know about this career?

If you could do it all over, would you choose this career again?

What are three personality traits of the top performers in this job?

What training/education have you received and how did you learn from those experiences?

What most excites you about your job?

What least excites you about your job?

What advice would you give someone looking to enter this career?

How did you get started?

What is a common misconception people have about what you do?

SUCCEEDING IN THE WORKPLACE

~ TIPS FOR STUDENTS ~

Appropriate behavior at the workplace is important whether you are participating in a job shadow or you are a permanent employee. The following tips will help you have a successful experience at the worksite:

1. Be honest.
2. Have a positive attitude - be friendly, courteous, polite, and cooperative with workers and clients.
3. Be reliable and prompt.
4. Notify your job shadow host and the school if you are going to be late or absent.
5. If you do not understand something, ask questions or ask for help. It is better to admit you are learning than to make a costly mistake.
6. Respond positively to constructive criticism.
7. Take responsibility for your Actions.
8. Give your best effort at all times.
9. Challenge yourself to be a lifelong learner.

Appendix A - Sample Phone Script

Note: Don't just use this verbatim. Make it your own.

Hello, my name is _____
(student name)

May I speak to _____?
(Potential Job Shadow Name)

I am a student at Great Lakes Bay Early College.

We have a job shadow day on _____ (date of job shadow).

I am interested in _____ (career interest)

Would it be possible for me to shadow you for the day?

If the answer is NO: Then respond: **Okay,. Do you know someone in your field that might be able to help me?**

Get all necessary information to contact the next person and say, **Thank you for your time. Goodbye.**

If the answer is YES: Then respond: **Thank you. What time should I come? Where should I meet you? What should I wear? Is there a place where I can purchase lunch or should I bring a lunch?**

(Once these types of arrangements are clarified, end with a brief recap)

So just to clarify, I will be arriving at _____ (state time and day) at _____ (verify address).

Thank you so much for assisting me in this project. Have a wonderful day (or evening)

Please remember: They are doing you a favor. Work with them patiently and politely. You represent GLBEC to many people. Make us shine. Be prepared to answer a few questions about yourself (why you are interested in shadowing there or that career, etc.)

Appendix B

Great Lakes Bay Early College

1961 Delta Rd, S061

University Center, MI 48710

989-686-9146 or email to glbec@sisd.cc

Job Shadow Attendance Verification Form

Thank you for supporting our students' career exploration! Please fill out this form for our student documentation purposes. Students will have a parental permission form signed for you to see as well.

I, _____, have hosted _____,
(Job Host Name) (Student Name)

from Great Lakes Bay Early College for a job shadow experience.

Date: _____ Time: From: _____ To: _____

Signature: _____

Printed Name _____

Company Name _____

Work Address _____

Contact Phone Number _____

Email (optional) _____

Appendix C

Talking points for the interviewee (Give to your host)

People being job shadowed often might feel that they don't have a lot to offer to the visiting student. Your most valuable contribution is that of your experience in the field. Think about the times you might have said, "If I had only known..." This is your chance to share your knowledge and help direct the future.

Below are some talking points to consider as you work with them throughout the day. Remember, this is an opportunity to share how work affects you personally as well as professionally. If possible, help the student begin networking by providing other people they might like to see to gain a different vantage point on the shadowing experience.

Consider the following things to discuss with the student.

Job description:

- Major tasks, sub tasks
- Equipment or tools you use
- Description of your typical day
- What you like and dislike about the job?
- What you would change if you could?
- Avenues available to you for making suggestions on the job

What your work is like:

- Working hours
- Salary range, fringe benefits (health insurance, retirement, credit unions, etc)
- Communication skills you use—reading, writing, speaking
- Kinds of thinking you do (critical thinking, problem solving, decision making)
- Why you chose this type of work?
- Underlying attitudes and values important to your job
- Interpersonal skills you find most important and why?
- Job-related skills you use
- Jobs/products/industries
- Government regulations affecting your work

Effect on personal life:

- Family time
- Leisure time
- General health, tension-fatigue vs. stimulation-fulfillment-increase in energy.
- Personal qualities needed

The Future in your field:

- Where else in the community your kind of work is done
- Degree of opportunity for women and men
- Opportunities for advancement
- Employment projections; effects of technology and new knowledge on your work
- Effects of the country's economic condition on your job
- Other jobs you could do with the same skills

Job Entry:

- How you got started in this job
- Other jobs you have held
- Skills you already had that you use now; how you acquired them

Perhaps you could show students examples of what your job requires you to read, write and compute. Students are often interested in seeing the “real life” application of what they are learning to what different people do for a living. For example, here's how one occupation, a chef or baker, can be related to different school subjects and skills. Analyze your own job in a similar way:

Example of: School Subjects and Skills Job Skills of Chef /Baker

Reading Interpret recipes

Mathematics Weigh/measure (fractions, equivalents)

Communications Take orders

Science Understand yeast growth, food properties

Social Studies Regional foods, interest; history of foods; market value or product

Humanities Gourmet foods, foreign terms

Health/PE Nutritional values, lift heavy items

Industrial/Technical Kitchen design

Business/Office Balance budgets

Human Relations Deal with customers

Appendix D

Job Shadow Feedback Form

Thank you for participating in and assisting us with the job shadow experience. Please help us evaluate the experience by responding to the following items so we might improve our program. Alternatively, you can go to the following link <https://goo.gl/forms/T9G6bukzrWS7dYxl2> and fill out this information on an electronic Google Form.

Job Shadow Host: _____

Name of Business: _____

Student: _____

Did the student arrive at the appointed time? YES NO

Did the student stay for the agreed time? YES NO

Was the student dressed appropriately? YES NO

Did the student display a professional manner at the work site? YES NO

Did the student relate well to the job shadow host and others? YES NO

Did the student maintain focus during discussions? YES NO

Was the student courteous and polite? YES NO

Did the student ask appropriate and meaningful questions? YES NO

Was this a worthwhile experience for you and your business? YES NO

1. Did you alter your day to accommodate the student? YES NO

If yes, how?

2. What benefit do you feel the student gained from this experience?

3. What did you enjoy the most about participating in this experience?

4. How could this experience be improved?

5. Would you be willing to participate in this program again? YES NO

Comments either way?

6. Would you, or a representative from your company, be willing to be placed on a list of available career speakers? YES NO

If yes, contact information for follow-up: _____

