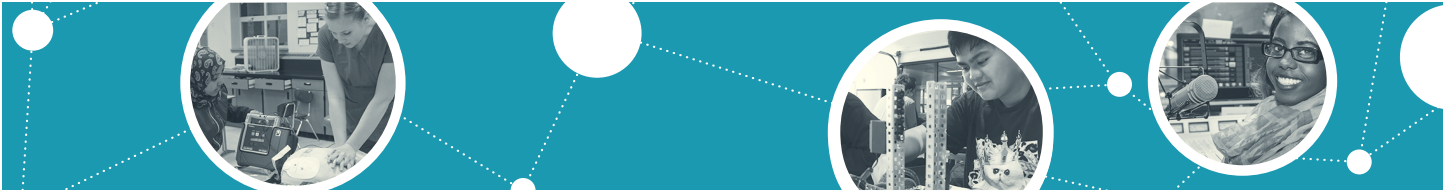


Job Shadows



Job shadows provide an opportunity for students to spend two or more hours with one or more employees at a business site.

WHAT IS A JOB SHADOW

- *Job shadows afford students with an opportunity to learn* about a particular occupation or profession by allowing them to observe the jobs of individual workers by shadowing their daily routines and activities.
- *The Job Shadow typically involves hosting a student* and providing them with the opportunity to experience what it is like to perform a certain type of work.
- *An experienced worker facilitates the Job Shadow* by having the student accompany them as they perform the responsibilities of their job.



STUDENT BENEFITS

- Students have a chance to learn firsthand how employees apply skills and knowledge to accomplish important work tasks and solve problems.
- Students have the opportunity to interact with workers, understand work culture, and connect school studies to the workplace.
- Students learn more about careers in the fields they may be interested in pursuing.
- Learn what employees receive besides a paycheck

STUDENT PARTICIPATION

- Meet performance and attendance criteria set by the school.
- Complete assignments and participate in career awareness studies/activities.
- Obtain parental/teacher permission to participate
- Arrange transportation to arrive and depart as scheduled.
- Dress appropriately.
- Display polite and courteous behavior.
- Learn as much as possible by observing, asking relevant and thoughtful questions (included in the packet), and taking good notes.

EMPLOYER BENEFITS

- Contribution to building a better prepared workforce of tomorrow
- Improved visibility in the community as a caring partner in the education process.
- Increase local talent.
- Get a fresh perspective of the jobs and daily routines of your organization.

EMPLOYER PARTICIPATION

- During the job shadow, employers are encouraged to perform their normal work activities and maintain their daily routine as much as possible.
- Serve as host and identify appropriate individuals to participate.
- Provide a safe work environment. Keep students in groups at all times.
- Include the student in their normal work activities.
- Share how their career path evolved.
- Explain how their department/job relates to the organization
- Discuss education and training needed to perform the job
- Answer student questions.
- Describe how the organization or job fits within the industry/pathway
- Complete the Student Evaluation form (attached) on page 13.

Learn more at www.pps.net/partnerconnect





TIPS FOR JOB SHADOWS: MAKING IT EFFECTIVE AND EDUCATIONAL

EMPLOYERS

- Make sure you have the student’s name.
- Gather company brochures, product sheets, and any other pertinent data that would be of interest to the student about your job and/or business.
- Notify co-workers of the student’s visit and encourage them to share their career experiences.
- Perform requisite safety and security requirements

STUDENTS

- Confirm parking, meal arrangements and appropriate attire with the Career Coordinator/teacher at school.
- Confirm your job shadow appointment with the host.
- Be reliable and prompt.
- Make a positive first impression.
- Have your phone on silent and take pictures when appropriate.

STUDENT AGREEMENT / PARENT PERMISSION

By signing below the student and parent/guardian acknowledge the following:

- The hosting businesses/organizations have no liability for this activity. The undersigned agree that each participant is responsible for his/her own safety and agree not to look to the hosting businesses, organizations or other involved parties with regard to liability for any claims related to participation in the career day activities.
- The student will abide by employer non-disclosure policies, such as restrictions on taking photographs or sharing any proprietary information.
- The student agrees to attend and participate fully in the entire program, (students will not be allowed to leave early) and to complete and submit the assignments required in Job Shadow Packet on time, to be eligible for credit.
- Students are to provide their own transportation with permission from parents (Students are encouraged to use MAX or Tri-Met. Plan your trip at <http://www.trimet.org>)
- It is understood that if students are unable to attend their scheduled Job Shadow, the school and business they were shadowing MUST be notified before the start of the normal work/school day.
- It is understood that this is a learning event and the students agree to conduct themselves appropriately as representatives of their school
- My signature below also gives permission for publication (including social media) of any photos taken of my child during the Job Shadow Day by Portland Public Schools and business partners.
- Portland Public Schools may use a service that allows the schools to contact and communicate with students participating in Job Shadow Day activities through voice, text, and email messaging.
- There will be no discrimination or harassment in the placement of any student on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment
- Please list any medical condition of which we should be aware:_____

_____. I hereby give PPS (or its representative designee) authority to seek emergency medical treatment for my child.

STUDENT AGREEMENT

Submit the signed application to your Career Coordinator or CTE Teacher ASAP

Student Name (Print)	School
Grade: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
Email	Cell Phone
Student Signature	Date

PARENT/GUARDIAN PERMISSION

Parent/Guardian Name (Print)	Day Phone
Alternate Emergency Contact Name	Day Phone
Parent/Guardian Signature	Date

SAMPLE Job Shadow Confirmation/Commitment Communication: Making the Contact:



Example Script for Email Communication

(remember to CC your CTE teacher or Career Coordinator):

Dear _____ (host's full name or title if you don't know the name)

My name is _____, I am a student at _____ High School and I would like to thank you for agreeing to host me for the Job Shadow day, on _____ (date). I just wanted to confirm that I am scheduled to visit with you from _____ (time) until _____ (time).

During the Job Shadow, I am looking forward to the opportunity to discuss firsthand the many career opportunities at place of job shadow/company name. I am also looking forward to learning about the educational requirements, salaries, skill requirements, and many other pieces of valuable information. This will help me make informed decisions for my future.

If you have any other questions regarding my Job Shadow please do not hesitate to call or email me.

I look forward to meeting and learning more about your career and your company!
Thank you for your time and participation.

Sincerely,

Your Name
Email address
Personal phone number



Example Script for Phone Communication:

Before contacting the employer, make sure that you have the person's full name. In addition, make sure that you contact them at a convenient time. For example, do not call a restaurant during meal hours.

1. Introduce yourself, your school, and your purpose for calling.

Hello, is _____ (your host) available please?

Hi my name is _____ and I am a student at _____ High School.

I would like to thank you for agreeing to host me for the Job Shadow day, on _____ (date). I just wanted to confirm that I am scheduled to visit with you from _____ (time) until _____ (time).

I am looking forward to the opportunity to discuss with you the many career opportunities at place of job shadow/company name and learning about the requirements, salaries, skills, etc. This will help me make informed decisions for my future.

2. Say thank you.

3. If the employer is unavailable, leave the above information in a message and ask when would be a better time to call back. **It is your responsibility to follow through on the confirmation.**



Writing your Thank You Letter

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" or pass it along to your teacher and/or school Career Coordinator to send it to them, based on the instructions you have been given.

Date (month day, year)

Your Mentor's Name

Your Mentor's Title

Name of Company

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

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

Thank you for hosting me for a job shadow on October 16. I enjoyed learning about Adidas, and seeing how you manage multiple projects at once. I know your time is valuable, and appreciate being able to spend part of the day with you.

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

I did not realize how much work went into making a product, such as a shoe. I will definitely look at consumer products differently from now on. Until my job shadow, I did not realize Project Management was a career option. Now I understand that with good organization and communication skills, I could have a similar career one day.

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

Thank you again for your time, and commitment to helping students at _____ High School. My experience would not have happened without your participation.

Sincerely,

Sign your name

Print your Name Below Your Signature



Questions to ask during a job shadow:

Interview your job shadow host using the questions below. Write your host's responses in the space provided. You may include your own questions based on your research, either confirming information gathered or enhancing information.

1. How would you describe a typical day at your job?

2. What do you like most about your work?

3. If you could change something about your work, what would it be?

4. How did you decide this was the career for you?

5. How would you describe the people who work here in terms of their age, gender, and racial/ethnic backgrounds?

6. How has technology affected this job?

7. How do you think this job will change in the next five years? The next ten years?

8. What skills and training do you need for this job?

9. What recommendations do you have for me if I want to go into this career?



Observation Worksheet

Check the skills observed during your job shadow. Identify at least three skills, and describe how those skills were demonstrated.

Example:

Organizing – Construction foreman coordinates delivery of concrete and other supplies

<input type="checkbox"/> Organizing	
<input type="checkbox"/> Planning	
<input type="checkbox"/> Making decisions	
<input type="checkbox"/> Thinking creatively	
<input type="checkbox"/> Analyzing problems	
<input type="checkbox"/> Following directions	
<input type="checkbox"/> Working independently	
<input type="checkbox"/> Participating as a team member	
<input type="checkbox"/> Reading	
<input type="checkbox"/> Writing	
<input type="checkbox"/> Listening	
<input type="checkbox"/> Speaking	
<input type="checkbox"/> Math	
<input type="checkbox"/> Science	
<input type="checkbox"/> Art	
<input type="checkbox"/> Technology (computers, machinery, etc)	
<input type="checkbox"/> Customer Service	
<input type="checkbox"/> Other:	



Job Shadow Day - Reflection Form

Student Name: _____ Date _____
CTE Teacher: _____ Period: _____
CTE Class: _____
Name of Person Job Shadowed: _____ Title: _____
Business Name: _____

Use complete sentences to respond to the following items. Attach paper if necessary.

Share three things you learned from this experience:

- 1.
- 2.
- 3.

What classes are you taking (can you take) in high school that will help you to prepare for a job or career in this field?

Decide whether you agree or disagree with the following statement: **“Certain elements of the job shadow experience surprised me.”** In a paragraph, support your position with two examples from your experience.

In a paragraph explain whether or not you would be interested in pursuing a career in this field. Support your response with at least two examples or reasons.

Student Signature _____ Date: _____

Parent Signature _____ Date : _____

Workplace Supervisor's Job Shadow Evaluation Sheet

Please evaluate the student in the areas below using the following rating scale:
1 = unacceptable in this category; must improve
2 = still learning; requires assistance; should improve
3 = meets expectations
4 = exceptional performance

Name of the Supervisor: _____ Title: _____

Job Site: _____

Date: _____ Time: _____

Student Name: _____

School: _____

PERSONAL MANAGEMENT (WORK ETHIC AND BEHAVIOR)	
Student was dressed appropriately.	
Demonstrates punctuality	
Can explain and follow workplace health and safety practices	
Follows security procedures and ethical practices	
Has a positive attitude; demonstrates interest in the work	
COMMUNICATION	
Communicated with the employer to confirm his/her Shadow appointment	
Listens attentively and can follow verbal and written instructions	
Asks appropriate questions as instructed at school	
Speaks clearly, accurately, and in a manner appropriate for the work environment	
TEAMWORK	
Maintains appropriate interactions with the workplace employees	
Understands the value of working with others	
Was able to work well with individuals from diverse backgrounds; respects diversity	
GENERAL QUESTION FOR THE WORKSITE SUPERVISOR	
I'd be willing to have another student job shadow	Y__ N__

In the future, I would like to be considered for:

- Company Tours
 Mock Interviews
 Career Panels/Career Fairs
 Work Experience/Internships
 Other: _____

Workplace Supervisor's Signature: _____ Date: _____

Telephone number: _____ Email address: _____

For Success—Information Only



Proper behavior at the job shadow:

- Be reliable and prompt.
- Be honest.
- Have a positive attitude – be friendly, courteous, polite, and cooperative with workers and clients.
- If you do not understand something, ask questions or ask for help .

Grooming:

Students are expected to be well groomed and to wear appropriate attire for most business/industry programs. Please make sure to ask your Teacher, Career Coordinator, or your parents about the appropriate dress code for your Job Shadow Day if you are not sure or don't know what to wear.