

# Wahkiakum High School

*Today's decisions create tomorrow's successes!*

*All students will graduate from Wahkiakum High School with the tools and skills necessary to persevere in their pursuit of a successful life.*

## What is a Job Shadow?

Job shadowing is a career exploration activity that offers an opportunity to spend time with a professional currently working in a career field of interest. Job shadowing offers a chance to see what it is actually like working in a specific job. Not only do participants get to observe the day-to-day activities of someone in the current workforce, they also get a chance to have their questions answered.

## Job Shadow Student Checklist

### Before the Job Shadow

- ☐ Request a Job Shadow opportunity with your advisor by having him/her sign the bottom of the Teacher Permission Form (pg. 3)
- ☐ Complete Parent/Guardian Authorization Form (pg. 2)
- ☐ Contact the employer asking if you can have a job shadow. Use Pre Job Shadow Questionnaire to make arrangements
- ☐ Complete the Teacher Permission Form (pg. 3)
- ☐ Meet with your advisor to confirm Job Shadow date and time. Bring the following documents to the meeting:
  - Complete the pre job shadow questionnaire with employer (pg. 9)
  - Parent/Guardian Authorization Form
  - Teacher Permission Form

### Day of the Job Shadow

- ☐ Check in and out of the office.
- ☐ Take this packet, extra paper, pen/pencil to the work site.
- ☐ Ask the employer /host for a business card at the end of the job shadow.
- ☐ Say thank you to everyone at the worksite.

### Day after the Job Shadow

- ☐ Send Thank You email to Job Shadow host, see sample (pg. 8)
- ☐ Complete the Reflections form page. (pg. 7)

# Parent/Guardian Authorization Form

## PERMISSION:

I agree to allow my student, \_\_\_\_\_ to participate in the Job Shadow program. I accept full responsibility for his/her safety and conduct and will hold the employer and the Wahkiakum School District harmless in case of an accident on the job, or while traveling to and from the Job Shadow work site.

## PERSONAL LIABILITY:

Students are not covered for liability by the employer in which they are placed for the Job Shadow experience. Therefore, Wahkiakum School District is requiring that students carry personal coverage or take out medical accident coverage through their school in order to participate in a Job Shadow experience.

My student has individual medical coverage for all school activities through my personal provider.

Name of insurance provider: \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_

## EMERGENCY AUTHORIZATION:

**I authorize any emergency procedures deemed necessary.** All efforts to contact me or other contact person(s) will be made in the event emergency medical treatment is necessary. I agree to assume all costs related to those emergency medical procedures.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**TRANSPORTATION:** I understand that the parent/guardian and students are responsible for arranging transportation for the Job Shadow experience.

***I have read the above Parent/Guardian Authorization form and have completed the above permission, personal liability, emergency authorization, and transportation information and I agree to all terms necessary for my student to participate in the Job Shadow experience.***

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Teacher Permission Form

Student: \_\_\_\_\_ School: Wahkiakum School District

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

**Advisor's Signature:** \_\_\_\_\_

Please mark this absence as "school-related." The student is responsible for work and content missed during this absence.

Work-based learning opportunities instill a work ethic, increased self confidence and a sense of responsibility for students. Students gain a clear idea of career possibilities and the importance of a good education. Community and business involvement helps teachers make education more relevant to the lives and futures of their students.

Teacher permission that the student has provided advanced notice of this job shadow.

<b>Period 1</b>	_____
<b>Period 2</b>	_____
<b>Mule Success</b>	_____
<b>Period 3</b>	_____
<b>Period 4</b>	_____
<b>Period 5</b>	_____
<b>Period 6</b>	_____

**Please submit this completed form to your Advisor or Office with parent permission form and the job shadow questionnaire.**

## Reminders!

- You are representing Wahkiakum High School and your family.
- Do your best to make a good impression.
  - **Put away your cell phone.**
  - **Be friendly, courteous, and professional.**
- Once a Job Shadow experience is planned, you must follow through and do everything you can to be at the work site as arranged. If you become ill, call the work site and call the office to notify of your absence.

You are there to witness firsthand the work environment, skills, and abilities used on the job, the value of professional training, and other activities involved in the career/occupation you are observing. Show an interest and willingness to learn, but respect the time and needs of the person you are shadowing. Remember, they do have work to do.

Dress appropriately for the work site you are visiting.

- No open toe shoes
- If required keep PPE (personal protective equipment) on at all times

Be prepared. Don't forget your packet, extra paper, and a pen or pencil.

Keep matters of business in strict confidence and understand that there are times you may be asked to be excluded from an activity.

Be flexible, job shadow experiences rarely go exactly as planned. Enjoy the experience.

Be prompt with your thank you letter. This is very important and shows you appreciate the work site's time. It leaves the door open for the next student.

# Interview Questionnaire

These are possible questions to be asked at your job shadow:

1. What is the required work schedule for this position?
  
  
  
  
  
  
  
  
  
  
2. What are tasks you complete on a daily basis?
  
  
  
  
  
  
  
  
  
  
3. How did you choose this profession/position?
  
  
  
  
  
  
  
  
  
  
4. What are the educational requirements for this profession/position?
  
  
  
  
  
  
  
  
  
  
5. What are the training requirements for this profession/position?
  
  
  
  
  
  
  
  
  
  
6. What is the average salary range for this job?
  
  
  
  
  
  
  
  
  
  
7. What can I do now to prepare for this field of work?

8. How do the following skills apply to this job?

- a. Accuracy:
- b. Teamwork:
- c. Communication:
- d. Working independently:

9. How has technology changed your job over the years?

10. What do they like best about this job? (Rewards/benefits?)

11. What are some of the challenges of this career?

**Use this form to help create your presentation. Some advisors may also require you to turn it in.**

## Reflections

1. Was there anything that surprised you about your Job Shadow?
2. What was the most interesting thing about being at the work site?
3. What did you like least about your Job Shadow?
4. What are some challenging aspects of the job/career?
5. From your observation, how important are “people skills” to the success of this career?
6. What additional education do you need for this career?
7. Is this a career you may pursue in the future? Why or why not?

**Use this form to help create your presentation. Some advisors may also require you to turn it in.**

## Thank You Email/Note

It is important to thank the person that you have shadowed. A thank you note does not have to be lengthy; however, it is important to personalize it. Let your job shadow host know why the job shadow was important to You. Your note should be written with correct punctuation and spelling. Be sure to get an address (perhaps asking for their business card) where you can email the Thank You. See below for an idea of what you should incorporate in your note. The more specific you can be, the better your note will be.

- Thank your host and express why you appreciated the experience.
- Write about something that you learned or found interesting.
- Write about something that you enjoyed during your job shadow.
- Explain what this experience meant to you.

Example:

*Dear Mr. Bean,*

*Thank you for taking the time to host me for a Job Shadow. Through it I have gained new insight into the many responsibilities of a business manager. I appreciate the opportunity to see first hand what it takes to run a business and schedule staff. This experience has helped me evaluate if a management position is right for me.*

*Again, thank you for taking time out of your day to help me with my job shadow. I enjoyed meeting you.*

*Sincerely,*

*Rowdy the Mule*

## Pre Job Shadow Questionnaire

1. What is the required dress attire? \_\_\_\_\_
2. What is the name of the person I will be shadowing? \_\_\_\_\_
3. What is the title of the person I will be shadowing? \_\_\_\_\_
4. What is the web address for your company? \_\_\_\_\_
5. What time should I arrive at the work site? \_\_\_\_\_
6. Where should I check in when I arrive? \_\_\_\_\_
7. What are three tasks I can expect to complete during my job shadow experience?
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
8. Do you have any questions for me before the job shadow experience?