**Job Shadow Guidelines**

**What is a job shadow?** A student spends a minimum of 4 hours with a business/ professional person to ask and observe what personal attributes, skills, and training helped make the person successful. It is also a good time to observe this person’s work environment and working conditions, the dress expected on the job, and to talk with other people within the organization about the products and services that the business produces.

**How do l find an employer to call?** First, evaluate your own interests, skills, and abilities to determine what type of job shadow would be most useful for you. Talk to your parents, friends, and teachers, and ask for their suggestions on who you might call. Use the Yellow Pages phone directory; call the Chamber of Commerce; or go online to research local businesses that employ people in the kinds of occupations that interest you. Your guidance counselor or school-to-career counselor may be able to help you as well.

**Making the Call**

The phone call to the employer is an important first step. When you decide exactly what you want to say, write it out, practice saying it, make the necessary changes, and practice again. You should sound natural and unrehearsed. Remember—employers want the students in their community to be successful. If they can't help you, most will offer helpful information that might lead to another location. Start with a script such as:

Good morning. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a senior at Curlew School. I’m interested in exploring the career of a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by participating in a job shadow. Would it be possible to speak with someone who might help me arrange a job shadow with your company? I would really like to come in to spend some time with someone to observe and ask questions.

Be ready to answer questions from the employer such as when and for how long you want to visit, as well as what kinds of activities you want to observe.

**Pre Job Shadow Activities**

After you have secured a place in which to conduct your job shadow, you need to prepare yourself to get the most out of the experience. The following suggestions will help keep you focused, and will also help you justify the excused absence for the activity.

Know about the company you're visiting:

 o the type of product or service they sell

 o who owns or operates the business

 o correct spelling of the name of the person being interviewed

 o correct mailing address

 o how to get there

Research several occupations relating to the company using online sources or information from your guidance office.

Research the company’s Web site, if available.

Make sure you have the appropriate clothes ready for the day you visit.

Prepare a folder to keep notes, business cards, or any other information given to you during the day.

 o ***Make sure you bring a pen or pencil.***

**JOB SHADOWING—QUESTIONS TO ASK**

OCCUPATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What are your duties and responsibilities?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. What are the responsibilities of your department?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. How are computers used in this career? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. What type of training or education will I need to get a job in this career in the future?

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5. Why did you decide to do this type of work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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6. What do you like most about your job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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7. What do you like least about your job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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8. Will there be many jobs like yours available in the future? Why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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9. What is the typical salary range for someone in this field?

Entry level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mid-level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Top level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Which of these benefits are typically offered in this occupation?

\_\_\_\_ Health Insurance \_\_\_\_ Paid Holidays

\_\_\_\_ Dental Insurance \_\_\_\_ Paid Vacations

\_\_\_\_ Life Insurance \_\_\_\_ On Site Child Care

\_\_\_\_ Bonuses \_\_\_\_ Profit Sharing

\_\_\_\_ Overtime

11. What other benefits are generally available for this type of job?

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12. What physical demands does this occupation require?

\_\_\_\_ Long periods of sitting \_\_\_\_ Walk or be able to move around

\_\_\_\_ Long periods of standing \_\_\_\_ Stoop, bend, or kneel regularly

\_\_\_\_ Some lifting \_\_\_\_ Regular lifting of 50+ pounds

\_\_\_\_ Climbing \_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. What are the working conditions in this occupation?

\_\_\_\_ Indoor work \_\_\_\_ Wet, humid environment

\_\_\_\_ Outdoor work \_\_\_\_ Noisy environment

\_\_\_\_ Cold working environment \_\_\_\_ Hazards

\_\_\_\_ Warm working environment \_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_