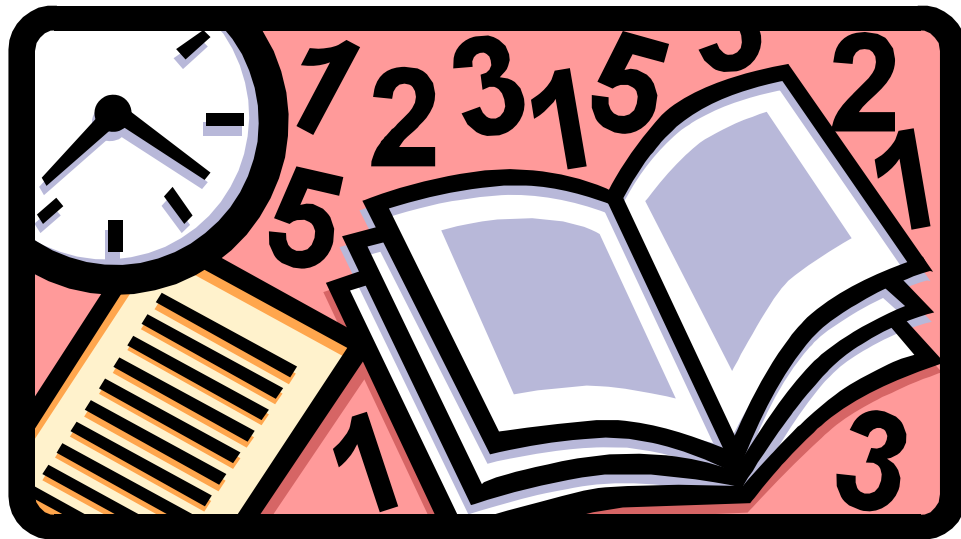


# Job Shadows

## Exploring Your Future

### Student Handbook



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## Introduction

### Work-Based Learning Chart

<b>Speaker</b>	<b>Field Trip/ Workplace Tour</b>	<b>Group Job Shadow</b>	<b>Job Shadow</b>	<b>Internship</b>
Grades K-12	Grades K-12	Grades 6-8	Grades 8-12	Grades 9-12
Classroom presentation	1-8 hour tour of a workplace in which a group of students are escorted by certificated school staff	2-4 hour experience during which a small group of students, escorted by certificated school staff, observe employees	2-6 hour experience during which students follow and observe employees. 1-3 students per employee	2-20 hours per week, 2-18 weeks, minimum of 180 hours for .5 credit
Students gain awareness of jobs and link skills needed in the workplace with classroom learning	Students tour a worksite and speak with workers relating classroom learning to larger community	Students become aware of career options and skills needed	Students become aware of career options and skills needed	Students develop broad skills through hands-on learning and instruction. integrating classroom and worksite learning

### Student Introduction to Job Shadowing

#### **What is a Job Shadow?**

A job shadow is an opportunity to observe one or more people working at a job that interests you. Before you graduate you will do between one and four job shadows. During each one, you will spend between two and four hours in a workplace. You will usually be assigned to a "host" who will either show you around or let you observe him or her at work. Your goal during that time is to learn as much as possible about the job or career by observing, listening, asking well-thought out questions and taking good notes. Job shadows provide opportunities for you to explore the jobs that are described in the Seattle Schools Career Pathways.

#### **Acknowledgments**

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## What Is In It For Me?

You may be wondering how job shadows will help you. Here are a few benefits of participating in job shadows:

- You will see firsthand what really goes on in the workplace
- You can explore a career which interests you
- You will meet interesting people who may help you in your chosen field
- You will see and learn about the talents and procedures necessary to get jobs
- You will see how the skills you have learned in school relate to the work place
- You will have fun
- You have opportunities to travel to other parts of the city

During high school, you may also complete an internship in a career that interests you. Both job shadows and internships are opportunities to explore diverse careers, research training and education, and develop related skills. Participating in them will help you select a career pathway that fits you.

### Using this Booklet

The activities in this booklet are divided into three sections. They will help you plan, experience and review the job shadow so that you can get maximum benefit from it. To help you distinguish the activities, each page has a bar at the top of the page with three categories: *preparing*, *experiencing* and *reflecting*. The box in front of category that the activity falls under has been darkened. For example, the bar below indicates that the activity will be completed prior to the job shadow.

### Who Am I?

<input checked="" type="checkbox"/> <b>Preparing</b>	<input type="checkbox"/> <b>Experiencing</b>	<input type="checkbox"/> <b>Reflecting</b>
--	--	--

### Choosing a Career Pathway

The following page describes the four Career Pathways. If you have not yet determined a pathway, look over this information and decide which one (or more) describes you. Once you have a pathway, there are several ways to find specific jobs within the pathway. You can consult your instructor, visit your school's Guidance Counselor, visit your school's Career Center, or complete the Career and Technical Education Career Interest Survey.

## Select a Career Pathway

**Planning and Preparing**       **Experiencing**       **Reflecting**

Check the Career Pathway(s) which best fit you.

### What is a Career Pathway?

The Career Pathways include occupations or jobs that have skills, knowledge and characteristics in common. Using the pathways helps students think about their interests and skills and link them to particular careers.

**Arts, Humanities, Communications & Media**

This career pathway involves working with images, information and sound. It includes careers such as architecture, creative writing, film, fine arts, graphic design and production, journalism, foreign languages, radio and television broadcasting, advertising, and public relations.

People who work in fields within this pathway often like to come up with new ideas, work independently, and be creative. They enjoy expressing themselves through writing, art or theater. They like cooperating with others, doing hands-on activities, and creating visual or mental images. They often have strong musical abilities.

**Science, Engineering & Industry**

This pathway includes solving technical and scientific problems with a "hands-on" approach. It includes careers in agriculture, earth science, drafting, horticulture, mechanics and repair, technology, precision production, electronics, construction and engineering.

People in this pathway often enjoy science or technical work, take pleasure from working with tools, objects or numbers, have strong mechanical aptitudes and enjoy working outdoors with plants or animals. They look for patterns and do tasks in a sequential manner and team best through hands-on activities. They like to do tasks accurately and precisely.

**Business & Marketing**

This pathway includes programs that are related to the businesses which provide goods and services. It includes careers in sales, marketing, hospitality and tourism, computer/information systems, finance, accounting, personnel, economics, and management.

People who have jobs in this pathway enjoy planning and directing activities, working within clear guidelines, competition, solving problems and making decisions. They like doing activities in a sequential manner, working and interacting with others and using both written and spoken language. They often are skilled in motivating or persuading others.

**Health & Human Services**

This pathway includes programs intended to improve people's physical, social and mental well-being. It includes careers such as medicine, dentistry, nursing, therapy, rehabilitation, nutrition, fitness, hygiene, education, law, legal services, law enforcement, public administration, child and family services, religion, and social services.

People who work within this pathway have a general concern for the health and well-being of others, inspire trust and confidence, understand relationships and like teaching. They communicate effectively, look for patterns, and learn best through hands-on activities.

## Who Am I?

**Planning and Preparing**

**Experiencing**

**Reflecting**

In choosing a career or finding a job, it is important to decide what your goals, interests and skills are. Complete this form to help you clarify some of the things you know about yourself.

*Career Pathways: List the Career Pathway or Pathways which fit you. (Don't worry, you can always change your mind.)*

*Jobs or Careers: Write down three jobs or careers which interest you.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*Goals: List three things you want to accomplish during your lifetime. They may be related to income, travel, type of work, life-style, etc.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*Priorities: List the concepts or things that would be most important to you in a work situation. They may include meeting challenges, working alone or with people, being creative, working inside or outside, gaining prestige or money, working with machines or technology, earning a high income, having security, etc.*

*Skills: What are you good at? Think about the things you like to do. These are usually things you are skilled at doing.*

As you go on your job shadows, reflect on these ideas. Note whether or not the jobs you observe match your goals and priorities. Think about which skills you already have that you could use on the job you observe. What other skills would you need to acquire?

## Scheduling the Job Shadow

**Planning and Preparing**       **Experiencing**       **Reflecting**

A job shadow may be initiated by the School-to-Work staff, the school's Job Shadow coordinator, a teacher or a student. Follow the steps below when you make a direct contact with an employer. As you gather information, complete the *Job Shadow Information* sheet on the next page.

- Call the contact person during business hours.
- If the person is not available, ask when you can call back or leave a message with your name and phone number.
- When you speak to the person, introduce yourself and the purpose of your call.  
*Hello, my name is \_\_\_\_\_ and I am a student at \_\_\_\_\_ High School. Your name was given to me by \_\_\_\_\_ (your instructor or the person at the business). I am interested in \_\_\_\_\_ (the occupation) and would like to learn more about it. I am calling you to arrange a time that I can shadow you while you work. A job shadow means I would observe you doing your job for two to six hours.*
- Ask what dates and time are convenient for the host. If you have a specific timeline to complete the job shadow, tell him or her what it is.  
*What are some convenient dates? Since this is a school assignment, I have to complete this by \_\_\_\_\_.*
- State that you appreciate the opportunity. *I really appreciate you giving me your time.*
- If the host is unable to provide you with a job shadow, thank the person politely.  
*I'm sorry we couldn't work something out. Thank you anyway. Good-bye.*
- Ask for specific information about appropriate attire for the industry or organization.  
*What is the appropriate kind of clothing to wear? Is there any safety information I should have ahead of time?*
- Ask for directions.  
*Will you please tell me the best way to get to \_\_\_\_\_ (the business)?*
- Arrange a specific meeting place.  
*I am wondering where I should meet you. Where are you located in the building?*
- Confirm the date, time and meeting place. Confirm the phone number you should use in case anything changes.  
*Let me be sure I have everything down.. I will meet you at \_\_\_\_\_ on \_\_\_\_\_. What is the best number to reach you if anything changes?*
- If your job shadow extends beyond noon, ask about lunch arrangements.  
*Should I bring a lunch?*
- Thank the person for their time.  
*Thanks very much. I look forward to seeing you.*

### **After the initial contact**

- Call METRO (206-533-3000) to find out the appropriate bus and schedule.
- If you are unable to attend, call the contact person and let them know well in advance. Arrange another time.
- Call your employer contact a few days ahead of time to confirm the job shadow.

## Information about the Job Shadow

**Planning and Preparing**       **Experiencing**       **Reflecting**

Complete this page before going to your job shadow site

Your Name \_\_\_\_\_

Job Shadow Host's Name \_\_\_\_\_

Host's Phone Numbers, e-mail, etc. \_\_\_\_\_

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

Starting Time \_\_\_\_\_

Finishing Time \_\_\_\_\_

Site Address \_\_\_\_\_

Site Phone Number \_\_\_\_\_

Directions to Site \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Transportation Arrangements \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent authorization form has been turned in.  Yes  No

Special Instructions (dress code, lunch, safety gear, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Workplace Etiquette

Planning and Preparing

Experiencing

Reflecting

Think about these things prior to and during your job shadow.

### Before the Job Shadow

- Complete the permission form and get required parent and teacher signatures.
- Call and confirm the time of the job shadow two to three days before the appointment.  
Ask the employee about the appropriate dress.

### During the Job Shadow

- Take the agreed-upon public or private transportation to the site. Do not bring a friend with you.
- Meet employee at the agreed upon time and location. If the employee is not there to meet you, arrangements will be made with another employee in the department. Otherwise, wait at least 15 minutes.
- Dress appropriately. No sagging. No cellular phones, no pagers, no discmans, and no walkmans. No hats. Wear comfortable shoes. Do not smoke or chew gum.
- Greet the employee in a professional manner. Shake hands, make eye contact, smile, and introduce yourself. Thank the person for his or her time.
- The employee will take you directly to the worksite, introduce you to co-workers and show you around, and inform you of areas you are not permitted to enter.
- The employee will review the work schedule with you. You may be included in meeting(s) or official proceedings. During this time, review your work plan and expectations with them. Ask your host if he or she has any questions for you. Tell the host a little about yourself and why you are interested in this profession. If this job shadow site is not your first choice, do not mention this to the employee. Explain that you will taking some notes during your time there.
- During the experience, communicate your ideas and questions to the employer. Be direct and specific.
- Ask the questions on the *Job Shadow Questions* form. Modify the language to fit your particular job shadow.
- Federal Child Labor Laws regulate what you can and cannot do while on the job. If students are under 18 they can **not**:
  - operate power-driven machinery
  - climb ladders or work on scaffolding or roofs
  - drive a vehicle
  - work before 7:00 a.m. or after 10:00 p.m.If students are under 16 they can **not**:
  - load or unload trucks
  - work in transportation, warehouse, storage, or construction jobs

- Take your lunch and breaks as planned.

Before you leave, give your host the evaluation sheet and envelope. Ask them to complete and send it in.

- Ask your host for a business card. If he or she does not have one, ask for their name and address before leaving. Be sure and get the correct spelling.

## Job Shadow Questions Suggestions

**Planning and Preparing**

**Experiencing**

**Reflection**

During your job shadow, ask questions, speak clearly, listen carefully and record brief notes. Ask clarifying questions. Respect a person's right not to answer.

Prepare questions you would like to ask you Job Shadow Host. Below are some suggestions for questions you might ask.

1. What is your job title? What hours do you work?
2. What is the primary mission of this organization?
3. What are the responsibilities of your department?
4. What are your responsibilities?
5. How does your job relate to the overall organization?
6. Describe a typical day at work.
7. What is the most interesting part of your job?
8. What does your supervisor expect of you each day?
9. What is the hardest part of your job?
10. How did you decide to do this type of work?
11. What is the salary range for someone working in this field?
12. What factors determine salary increases?
13. What are the possible benefits and rewards, other than financial, of this career?

14. Do you work alone or with other people?
15. How would you describe the people who work here in terms of age, gender and ethnic or racial backgrounds?
16. What skills are necessary to be successful (education requirements/computer skills/internship/apprenticeship/licensing/personal qualifications)?
17. How did you get training for this job?
18. Where would you suggest I get training?
19. How has the increase in technology affected this job?
20. How do you think this job will change in the next five years? In the next ten years?
21. What do you see as the demand for jobs like yours in the future?
22. What are the advancement opportunities?
23. What kind of student were you in high school?
24. Do you have any advice for me as I consider career options?
25. How do you balance work/career and your family?
26. Anything else that you find interesting!

\_\_\_\_\_ has successfully completed a job shadow with me today.  
 (Student Name)

\_\_\_\_\_  
 Employer Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Organization

## Job Shadow Observations

- Planning and Preparing**     
 **Experiencing**     
 **Reflecting**

In today's workplace, workers need to be skilled in working with people, technology and information, as well as, good at reading, writing and thinking. All these are known as the SCANS skills. During your job shadow, note examples of the following SCANS skills.

<b>Using Resources</b> <i>(What time, money, people, materials or space do you need to get the job done?)</i>	
<b>Working Well With Others</b> <i>(What skills do you need to get along with everyone you work with?)</i>	
<b>Using Information</b> <i>(Who can answer your questions? Where can you find information you need?)</i>	
<b>Understanding Systems</b> <i>(How do things fit together? What kinds of small or large systems are used?)</i>	
<b>Using Technology</b> <i>(What tools do you need? Pens? Computers? Calculators?)</i>	
<b>Reading/Writing</b> <i>(What kinds of reading and writing do you do?)</i>	
<b>Using Math</b> <i>(What kinds of math do you use? When do you need to use math?)</i>	
<b>Communication Skills</b> <i>(What kinds of listening, speaking or problem-solving skills do you need?)</i>	
<b>Thinking Skills</b> <i>(What kinds of decisions do you make? What kind of creative thinking?)</i>	
<b>Personal Responsibility</b> <i>(In what ways do you need to be prepared? Organized? Efficient?)</i>	

## Job Shadow Report

**Planning and Preparing**       **Experiencing**       **Reflecting**

Complete this report after you finish your job shadow.

Name and address of organization \_\_\_\_\_

\_\_\_\_\_

Name of host \_\_\_\_\_

Title or position \_\_\_\_\_

Phone/e-mail \_\_\_\_\_

Describe the type of business the organization does.

Who are their customers or clients?

Describe the duties of the person you shadowed.

Describe the qualifications and skills of the person.

What education or training do you need to do this job?

What interested you most about the job? Least about the job?

Did the job involve working with  people?  data?  things?  ideas?

What advancement possibilities are there for someone in this job?

What is the salary range?

Is this a position with a good outlook for the future?

What SCANS skills did you observe? (SCANS skills are described on page 10.)

Would you be interested in a short-term internship at this organization?

## Job Shadow Evaluation and Action Plan

**Planning and Preparing**

**Experiencing**

**Reflecting**

Congratulations on completing your job shadow. Please reflect on what you learned about yourself from the experience and complete this worksheet.

	<b>Strongly Agree</b>		<b>Strongly Disagree</b>	
	1	2	3	4
My job shadow gave me an idea of the general expectations for a good employee	1	2	3	4
I learned about the skills and qualities needed for my host's job	1	2	3	4
I learned about the necessary training/ education	1	2	3	4
I enjoyed my job shadow	1	2	3	4
I would like to work for this company	1	2	3	4

What are your Career Pathways?

What SCANS skills do you need to improve?

What job or career goal do you have at this time?

What are three steps you will take to reach that goal?

- 1.
- 2.
- 3.

## Thank You Letter

**Planning and Preparing**

**Experiencing**

**Reflecting**

Within a week after you have completed a job shadow, write and mail a thank-you note to your host. Include these parts in the thank-you note:

- Refer to the job shadow
- Thank the person for the time and information
- State how you benefited from the experience
- Refer to a unique incident or a particular piece of information
- Refer to some way you have applied information you gained
- Thank the person again
- Sign your full name

Here is a sample format:

*Date*

*Dear Ms. Bishop:*

*Thank you for allowing me to do a job shadow with you last week. As a result of what I learned, I have decided to think more seriously about \_\_\_\_\_ (environmental engineering, teaching, programming, etc.) as a career.*

*I see now how some of the skills I learned in school will help me once I graduate.*

*Thank you again.*

*Sincerely,*

*(sign your name)*

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The Title IX Officer and 504 Coordinator with overall responsibility for monitoring and ensuring compliance is:

Office of Equity and Compliance  
Seattle Public Schools  
John Stanford Center for Educational Excellence  
2445 3<sup>rd</sup> Avenue South  
Seattle, WA 98134

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