

Student Guide to Job Shadows

Information and Workbook



A Program of the Board of Regents



“Job shadowing helped me decide if I really wanted to pursue the career that I was observing.”

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WHAT IS A

Job shadow?

A job shadow is a learning experience that takes place at a business in your community. It usually lasts from 3 to 6 hours.

During a job shadow, you follow a worker (called your “host”) during a typical day and observe and ask questions about his or her work. You also complete written assignments that help you understand, think about and record the things you see, hear and learn.



ABOUT LA GEAR UP

A federally-funded program, LA GEAR UP aims to increase the number of low-income students who are prepared to enter and succeed in postsecondary education.



“Shadowing my future profession and career helped me get connections within the field and provided me with internship opportunities.”

WHY ARE JOB SHADOWS IMPORTANT?

Job Shadows give you a chance to:

- | | |
|---|--|
| <ul style="list-style-type: none">• Identify career interests• Observe the daily routine of workers• Learn about the academic, technical, and personal skills required by particular jobs• Understand the connection between school, work, and your goals for the future | <ul style="list-style-type: none">• Practice Communication skills by interacting with workers.• Realize that different jobs are characterized by different work cultures and working environments• Navigate the community by traveling to and from the job shadow location |
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JOB SHADOW CHECKLIST

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| <ul style="list-style-type: none">○ Complete an interest survey○ Get matched with a job shadow host○ Arrange your job shadow schedule with your host and/or school○ Attend an orientation session | <ul style="list-style-type: none">○ Have your teacher(s) sign a release form○ Complete this job shadow guide○ Write a thank you letter to your job shadow host○ Give this completed guide to your teacher to evaluate and sign |
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BEFORE YOUR JOB SHADOW

GATHER INFORMATION

Complete this page with the help of your job shadow coordinator before going to the site.

Your Name: _____

Job Shadow Host's Name: _____

Job Shadow Host's Title: _____

Date of Job Shadow: _____

Starting Time: _____ **Finishing Time:** _____

Job Shadow Site: _____

Job Shadow Site Address: _____

Job Shadow Site Phone Number: _____

Directions to Job Shadow Site: _____

Transportation Arrangements: _____

Special Instructions (dress code, safety gear, etc.): _____

BEFORE YOUR JOB SHADOW

Imagine what your job shadow will be like answering the following questions. Sometimes things are what we expect and sometimes they aren't!

What do you think your host needs to know in order to do his or her job well?

What do you think the atmosphere will be like at the work site?

What do you think your host does on a typical day?

What do you think you will learn?

DURING YOUR JOB SHADOW

INTERVIEW YOUR HOST

One of the best ways to learn is to ask questions.
Write your host's responses in the space provided.
Feel free to ask additional questions.

How would you describe a typical day at your job?

What do you like most about your work?

What do you like least?

How are the following work habits important for this job?

- **Following directions:**
- **Being accurate:**
- **Participating as a team member:**
- **Working independently:**

What education or training do you need for this job?

What subjects should I study in school to prepare for this job?

What is the salary range for this job?

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

How had technology affected this job?

How do you think this job will change in the next five years? The next 10 years?

DURING YOUR JOB SHADOW

OBSERVE YOUR HOST

In every job people use many different kinds of skills. Give an example of how you observe your job shadow host using the following skills as part of his or her work.

Example: **organizing** construction foreman
coordinates delivery of concrete and other supplies.

Organizing _____

Planning _____

Reading & Writing _____

Math & Science _____

Listening _____

Speaking _____

Making Decisions _____

Thinking Creatively _____

Analyzing Problems _____

Using Technology _____

Cooperating with Others _____

Serving Customers _____

AFTER YOUR JOB SHADOW

REFLECT & LEARN

Thinking back on any experience helps you learn about yourself. Reflect on your experience during the job shadow by answers the following questions.

Describe the work site you visited.

What kind of activities did you observe during your job shadow?

What were the three most interesting things about your job shadow?

What was something that surprised you about your job shadow?

What did you like least about your job shadow?

List two things you learned about this job that you didn't know before.

Would you like to pursue this career? Why?

AFTER YOUR JOB SHADOW

SEND A THANK YOU

Thank you letters are an important professional courtesy. Telling people how much you appreciate their efforts makes them feel good about what they do. It also makes a good impression on them.

Use the model below to draft a thank you letter to your host.

EVALUATE

Date (month, day, year)

Job Shadow Host's Name, Title

Name of Company

Street Address

Suite, Floor, or Room Number

City, State, Zip Code

Dear Dr. /Mr. /Ms. (host's last name):

Paragraph 1: Thank your host for the opportunity to do the job shadow.

Paragraph 2: Describe some of the things you learned as a result of the job shadow.

Paragraph 3: Add any additional comments you have and thank your host again.

Sincerely,

Your name

AFTER YOUR JOB SHADOW

Congratulations on completing your job shadow!
Your evaluation will help us improve future job shadows.

Rate the following on a scale of 1 to 5
(5 meaning that you strongly agree with the statement and 1 meaning that you strongly disagree with the statement).

		STRONGLY DISAGREE			STRONGLY AGREE
My job shadow helped me think about career options.	1	2	3	4	5
I learned what the expectations are for being a good employee.	1	2	3	4	5
I learned what skills are needed to perform my host's job.	1	2	3	4	5
My host was helpful and informative.	1	2	3	4	5
I enjoyed my job shadow.	1	2	3	4	5
My job shadow helped me see how school is important to my future plans.	1	2	3	4	5

Answer the questions below regarding your experience with the job shadow.

How could the job shadow experience be improved?

Would you recommend the job shadow experience to other students? Why or why not?

Any additional comments?

AFTER YOUR JOB SHADOW

FINAL STEPS

STUDENT

Based on the job shadow just completed, check the statement that best describes how you feel.

If I could do another job shadow,

- I would like it to be a different job in the same industry.
- I would like it to be the same job in a different industry.
- I would like it to be a different job in a different industry.

If I could, I would like to return to my job shadow site for a longer period of time to learn more about this job and the industry:

- Yes
- No

TEACHER

Please check one of the following statements. Sign and date up successful completion of the entire guide.

- This job shadow has been satisfactorily completed
- This job shadow has not been satisfactorily completed.

The following needs to be completed or supplied:

Signature: _____ **Date:** _____

“Job shadowing allowed me the opportunities to actually see myself working in my dream job.”





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