

JOB SHADOWING

February 7, 2013

JOB
Shadows

What is Job Shadowing?

- Groundhog Shadowing Day is a nationally recognized event
- Encourages high school students to experience real life jobs in the local workforce
- Students observe the knowledge and skills that are used everyday on the job, and participate in and observe worksite activities



Why Should You Shadow?

Everyday you make choices which affect your future.

Considering the teens who have job shadowed...

- 1/3 more likely to seek employment during high school
- 5 percent more likely to believe they will obtain a college degree
- 98.4% believe they will graduate from high school.



*Students who job shadow are
more positive about their futures!*

Who is eligible to participate?

Students must:

- Be currently enrolled in a CTAE course
- Be able to provide transportation
- Be in the 10th Grade
- Have a 2.5 GPA
- Have no discipline record
- Have strong attendance
- Be committed to having a successful



What will you be responsible for?

- Arranging a worksite to visit related to your program area
- Filling out all necessary paperwork
- Completing career research assignment
- Actively participating at the worksite
- Asking selected questions of your worksite mentor
- Completing all activities in the Job Shadowing Guide
- Completing an evaluation form
- Sending a thank-you letter



Important Information

- All job shadowing experiences will take place on February 7, 2013
- Four hours will be excused from school for job shadowing
- This will be an excused absence from school (students are responsible for making up any missed work)
- Student/parent must provide job shadow placement

Important Information

- Student may shadow a relative or a relative's current employer
- Job shadow location must be approved by CTAE and Work-Based Learning teachers
- Student agrees to complete all job shadowing requirements by the set due dates
- Student must confirm placement with employer by Thursday, January 31, 2013

Contact the Business

- Make contact before the event day by phone
- Confirm your hours to shadow, where to park, lunch plans, dress and other important information
- Leave your number and a message if they are not available so they can call you back



On Event Day

Don't forget your:

- Questionnaire for the employer
- Job shadow nametag
- Pen
- Any extra information if required or needed by the employer



On Event Day

- **Dress appropriately** for the worksite.
- **Use manners**—Remember you're a guest! Make sure you act with courtesy and respect at all times.
- **Use keen observation skills**--There's lots to see. Ask your questions.



On Event Day

- **Active listening skills**—
There's more to learn than you can imagine.
- **A positive attitude**—
A job site can be a lot of fun.
- **Safety and security**—
Follow all policies and procedures of your company.
- **Diversify**—
Demonstrate ability to work with persons of different educational, economic, cultural, religious and ethnic backgrounds.



On Event Day

- You ***must call*** the business if you are ill and unable to job shadow.
- You also ***must call*** the school.



After Job Shadow Day

- Complete the evaluation and return it to your teacher
- Write a thank you letter to the business. It should be proofread before it is mailed!!!
- Keep in touch with your mentor!
- They may be able to help you with a future job or give you great advice.

Ten Tips for Job Shadowing Success

1. **Take responsibility for your actions.**
(Remember you are representing your school!)
2. **Have a positive attitude & be pleasant.**
3. **Don't be afraid to ask questions.**
4. **Be honest.**
5. **Be on time.**
6. **Always be reliable.**
7. **Do your best at all times.**
8. **Learn everything you can.**
9. **Treat people with respect.**
10. **Do more than is expected.**



Have a Great Day!

We hope

Job Shadow Day 2013 is one that
you will not forget!

