

Sample Phone Script for Job Shadow Request

WORKSHEET

Company Name: _____ Phone Number: _____

Employee Name: _____ Job Title: _____

Business Address: _____

Directions to Site: _____

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

Job Shadow Date: _____ Start Time: _____ End Time: _____

PHONE SCRIPT

“May I speak with _____?”

“Hello. My name is _____. I am a student at _____ School and I am interested in your business and possibly pursuing a career in _____ (career area). Would you be interested in allowing me to job shadow you or someone else in your business for _____ (four hours will be excused from school for job shadowing (8:00am – 12pm or 12pm-4:00pm)).

- Be ready to have information on dates and times
- Be prepared to explain the Job Shadow definition - Job shadowing is a work experience option where students learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the student. Students witness firsthand the work environment, employability and occupational skills in practice, the value of professional training and potential career options. (Paris, K., & Mason, S. ,1995)
- Explain that you will arrange transportation
 - Discuss your responsibilities as a student (so that employer does not feel that they will lose productivity time).
 - Contact a business to set a date for the shadowing experience and establish outcomes.
 - Complete a thorough search via the web on the the position of interest
 - Prepare questions to use as a guide (Informational Interviewing)
 - Interview the professional being shadowed
 - Observe the daily duties and responsibilities of the professional being shadowed
 - Complete an evaluation of job shadowing experience
 - Prepare a thank-you note to the professional you shadowed and indicate what you learned as a result

If the employer/business is willing to set up the Job Shadow, be sure to complete the following information:

- Worksheet above
- Let the employer know you will be calling a few days ahead of time to confirm the Job Shadow.

If they cannot help you, ask “Is there anyone else that you know of in this industry/business that might be able to help me with a job shadow”?

Other contacts:

#1 Business Name: _____

Contact Name: _____ Phone Number: _____

#2 Business Name: _____

Contact Name: _____ Phone Number: _____

Sample Phone Script for Job Shadow Confirmation

“May I speak with _____ (employer name), please? Hello, this is _____ (your name) from _____ High School. I am calling to confirm my Job Shadow on February 4, 2010 from _____ to _____ (beginning time to finish time).”

“Thank you, and I look forward to meeting you.”

If the employer is unavailable, leave the above information in a message and ask when would be a better time to call back. It is your responsibility to follow through on the confirmation.

The student must practice this script prior to calling the business.