

JOB SHADOW



GREEN BAY AREA
PUBLIC SCHOOL DISTRICT

All learning. All growing.

Dear Student and Parent/Guardian:

Job Shadow is a career exploration experience where students learn about a career by walking through a part of the work day as a “shadow” to a professional in a local business, industry or organization. The job shadowing 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 post-high school education and training, and potential career options. Job shadowing is designed to reinforce the link between the high school classroom and work requirements.

Please carefully review all the job shadow experience forms and information provided for you! The directions for completing the request for a job shadow experience are outlined for you on the next page. If you have questions of need help completing the application or career research, contact me, your school counselor, or the Career Center Coordinator at your high school.

Thank you for your interest in participating in a job shadow experience! I hope you will gain valuable information to support your career exploration and learn first-hand from working professionals within our community.

Sincerely,

Lori Peacock
Career and Technical Education Partnerships and Program Coordinator
Green Bay Area Public School District
200 S. Broadway Street
Green Bay, WI 54303
Tel: (920) 448-2018
lcpeacock@gbaps.org

High School Job-Shadowing Experience (Non-Healthcare)

Congratulations on taking the step to explore your future career! If you have any questions at any time during this process, talk with your school counselor, a teacher, the Career Center Coordinator at your high school or the district's job shadow coordinator. Before you will be scheduled for a job shadow experience, you **MUST** complete at least one other career exploration activity:

- Completed a 9th or 11th grade Academic and Career Planning Conference with your school counselor
- Completed the interest area skill inventory on Career Cruising
- Talked with a teacher who teaches a course related to your career interest area
- Involved in the Youth Apprenticeship program
- Involved in a Co-op program (Business, Marketing)
- Currently employed part-time in career area of interest
- Attended a NWTC Preview Night
- Completed a NWTC department tour of career area of interest
- Other: (May include: taking a class related to your career interest; researching a career, a career cluster, or career pathway; attending a summer camp program in a career interest area, etc.) Please list: _____

After you have completed at least one of the above activities submit the attached application to Lori Peacock, the job shadow coordinator for the Green Bay Area Public School District. Please follow the steps below:

- Select the career you wish to explore. Complete the application (page 2 of this packet).
- Use Career Cruising or other resources to research your career and complete the Career Interest Research Form (page 3 of this packet.)
- Electronically submit the Career Interest Research Form and the application (pages 2 & 3) to the job shadow coordinator, Lori Peacock at lcpeacock@gbaps.org.
- The job shadow coordinator will review the application for completion, assess business availability for the requested job shadow, contact potential job shadow mentors, and forward the student application electronically to the business representative or job shadow mentor.
- The business representative or job shadow mentor will work directly with the student to establish a date, time, and place. The student must contact the job shadow coordinator to confirm the job shadow is scheduled. Students must return all phone calls or email contact within 24-hours!
- The parent/guardian must call the Attendance Office at the high school to excuse the student from school for the job shadow experience. The student should be out of school only for travel time and the duration of the job shadow (usually scheduled for 2-4 hours).
- Please dress appropriately for the job-shadow setting. If you are not sure how to dress, ask your job shadow mentor when scheduling your visit. The student should arrive at the business 10 minutes prior to the start time of experience **with photo/school ID**. *It is highly recommended the student eat a light snack before arriving at the job shadow facility or site.*
- The student completes the scheduled job-shadow experience.
- The student provides comments on the Post Reaction Form (included in this packet). Upload and/or attach the Job-Shadow Post Reaction Form to your electronic Academic & Career Plan on the Career Cruising website.
- Very Important! Send a thank you note to the job shadow mentor within one-week of completing the job shadow.

NOTE: Please allow 4-6 weeks for the forms to be reviewed and the job shadow experience to be established.

To submit your application or for assistance, please contact:

Lori Peacock

Career and Technical Education Partnerships and Program Coordinator (job shadow coordinator)

Green Bay Area Public School District, Tel: (920) 448-2018

Email: lcpeacock@gbaps.org

HIGH SCHOOL JOB SHADOW APPLICATION FORM

(Please Type)

STUDENT INFORMATION				
Student Name:			Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Grade in School <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th
Street address:		Home phone no.: () -		Cell phone no.: () -
City:	Zip Code:	Student Email Address:		

SCHOOL INFORMATION	
Student's High School:	Coordinator: Lori Peacock, Green Bay Area Public School District
Coordinator Email Address: lcpeacock@gbaps.org	Coordinator Phone Number: (920) 448-2018

SHADOW REQUEST INFORMATION					
Please list the job title you wish to shadow - be as specific as possible: (see your school to work coordinator if you would like a list)					
Briefly describe your career goals (what you hope to go to college for, specialize in, etc.):					
Before you apply for a job shadow, you MUST have completed AT LEAST ONE of the career exploration activities below (check all that apply):					
<input type="checkbox"/> Completed a 9 th or 11 th grade Academic and Career Planning Conference with your school counselor <input type="checkbox"/> Completed the interest area skill inventory on Career Cruising <input type="checkbox"/> Talked with a teacher who teaches a course related to my career interest area <input type="checkbox"/> Involved in the Youth Apprenticeship program <input type="checkbox"/> Involved in a Co-op program (Business, Marketing) <input type="checkbox"/> Currently employed part-time in career area of interest <input type="checkbox"/> Attended a NWTC Preview Night <input type="checkbox"/> Completed a NWTC department tour of career area of interest <input type="checkbox"/> Other: (May include: taking a class related to your career interest; researching a career, a career cluster, or career pathway; attending a summer camp program in a career interest area, etc.) Please list: _____					
Is there a specific business/organization you would prefer to shadow at? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is yes, please list:				
Please check the days and times you are available for a tour (check all that apply) *Note: Your shadow may range between 1-4 hours in length.*	Monday	Tuesday	Wednesday	Thursday	Friday
	<input type="checkbox"/> 8:00-10:00am	<input type="checkbox"/> 8:00-10:00am	<input type="checkbox"/> 8:00-10:00am	<input type="checkbox"/> 8:00-10:00am	<input type="checkbox"/> 8:00-10:00am
	<input type="checkbox"/> 10:00-12:00pm	<input type="checkbox"/> 10:00-12:00pm	<input type="checkbox"/> 10:00-12:00pm	<input type="checkbox"/> 10:00-12:00pm	<input type="checkbox"/> 10:00-12:00pm
	<input type="checkbox"/> 12:00-2:00pm	<input type="checkbox"/> 12:00-2:00pm	<input type="checkbox"/> 12:00-2:00pm	<input type="checkbox"/> 12:00-2:00pm	<input type="checkbox"/> 12:00-2:00pm
	<input type="checkbox"/> 2:00-4:00pm	<input type="checkbox"/> 2:00-4:00pm	<input type="checkbox"/> 2:00-4:00pm	<input type="checkbox"/> 2:00-4:00pm	<input type="checkbox"/> 2:00-4:00pm

JOB SHADOWING/CONFIDENTIALITY AGREEMENT	
STUDENT AGREEMENT: I agree to use proper language and maintain a respectful manner at all times. I will seek out and follow directions of my assigned mentor/sponsor, especially in any code or emergency situation. I understand confidentiality is of the utmost importance, and will keep all confidential information confidential. I will abide by the appearance guideline and wear any ID badges provided to me. I understand this job shadow experience may be cancelled at any time due to business needs.	
PARENT AGREEMENT: I authorize my son/daughter to participate in this job-shadowing experience. Should my son/daughter need medical attention during or as a result of this job-shadowing experience, I assume full responsibility for any treatment deemed necessary. I give my permission to release my son/daughter's telephone number or contact information to the requested department.	
The electronic submission of your application indicates your agreement to the above statements. Please initial below to formalize your agreement.	
<i>Student Initials:</i>	<i>Parent/Guardian Initials:</i> _____ <i>Date:</i> _____

IN CASE OF EMERGENCY				
Name of emergency contact (available during the shadow experience):	Relationship:	Home phone no.: () -	Work phone no.: () -	Cell phone no.: () -

FOR SCHOOL/FACILITY USE ONLY							
Application Received:	Department Contacted:	Mentor Assigned to Shadow:	Job Shadow Date:	Job Shadow Time:	Job Shadow Location:	Confirmation Sent	Facility/Mentor Phone Number

CAREER INTEREST RESEARCH

Before going on a job shadow experience, it is important to have background about what you will be experiencing first hand. It will also help you feel more comfortable and give you a basis for conversation. Use Career Cruising or other career information resources to answer the following questions about the career you wish to learn more about:

1. What career/occupation do you wish to job shadow:
2. Related work: what are some similar jobs related to this field of work?
3. What are the working conditions (describe the work setting, hours, amount of travel and other responsibilities related to the job)?
4. What personal requirements and skills are necessary (team or individual work, organizational skills, etc.)
5. What kinds of training and/or education (tests, licenses, union affiliations, etc.) are required to get into the field?
6. What are some rewarding aspects of this kind of career (salary, benefits, work from home, be your own boss, etc.)?
7. What are the problems or disadvantages associated with this career (long hours, weather, travel, etc.)?
8. What kind of salary and lifestyle is associated with this career (look at salary – would this be a comfortable lifestyle, would you have to watch a budget, or would you be able to spend as much as you want)?
9. What is and what will be the demand for people in this career field in the future?

Please list the resources used to gather this information:

STUDENT JOB SHADOW POST REACTION FORM

After you complete your job shadow experience, please talk with your school counselor, a teacher, or the Career Center Coordinator at your high school about what you learned about the career of interest to you!

Please attach this document to your Academic & Career Portfolio in Career Cruising.

Student Name _____ HighSchool _____

Person/Position Job Shadowed _____

Date and Location of Job Shadow _____

1. Tell me about your job shadow mentor? What did you learn about this person and his/her career? Was the job shadow experience helpful in increasing your understanding of this career?
2. What tasks did you observe the job shadow mentor doing during the time you were together? What are your impressions of the work responsibilities for someone in this career?
3. You had an idea of what this career may be like before you went to the job shadow. What did you observe that you expected would be part of this career? What did you observe that was different than what you expected or was completely unexpected?
4. Share how job shadowing a professional in a career you are interested in was valuable to your career exploration.
5. After researching this career and participating in a job shadow experience:
 I definitely want to pursue this career.
 I may want to pursue a career in a related area.
 I would **not** like to pursue this career.
 Please explain your answer:
6. What suggestions do you have for improving the job shadow experience?
7. Additional Comments/Questions:

High School Job-Shadowing Experience

Suggested Interview Questions

Student Name: _____

You may use this form as an outline for the questions you may want to ask your job shadow mentor. Please select the questions that will help you best understand the career you are interested in pursuing. These questions are designed to help you gain valuable information about a future career.

Name, Occupation and Job Title of Person You are Job Shadowing:

Location:

How long as the job shadow mentor worked for their employer:

1. Tell me about the products or services provided by [Name of Company/Organization].
2. What classes did you take in high school to help you prepare for a career in this field?
3. What education after high school was needed or required to prepare for your career?
4. Does your organization provide additional education and/or training to support your job responsibilities?
5. How did you get your job? What was the process (e.g., internship, apprenticeship, testing, interview, etc.)?
6. What personality traits and skills are important to your career?
7. What related job (or career path) did you have before this job?
8. What is your work schedule (e.g., flexible, nights, weekends, specific hours, etc.)?
9. What are the aspects of your job that you like or that are exciting to you?
10. What are the aspects of your job that you dislike about your job?
11. Tell me about a "typical" work day for someone in your career?
12. What is the approximate starting pay for someone in this career?
13. What is the employment outlook for this career in 5 years? 10 years?
14. What advice would you give to a high school student interested in a career like yours?
15. What school and community activities should someone interested in this career be involved in in high school and in a post-secondary education?
16. Additional comments or questions: (Use the backside for additional notes).

Job Shadow Experience

Thank You Letter Guide & Sample Letter

It is very important that you write a Thank You note to your job shadow mentor within one-week of completing your job shadow experience. When you write your letter, please remember the following:

- ✓ WRITE a thank you note; do not send an email, text message or leave a voice mail
- ✓ Use a business-appropriate note card or clean sheet of paper
- ✓ Be neat
- ✓ Use correct spelling and proper grammar
- ✓ Begin your letter with a sentence specifically thanking the job shadow mentor for allowing you to visit the business, company or organization. An example is: *“Thank you for taking time out of your schedule to serve as a job shadow mentor.”*
- ✓ State something specific that you learned or enjoyed during the job shadow experience. An example is: *“I learned a great deal about how an engineer uses computers, and I really enjoyed the tour of your company.”*

SAMPLE LETTER

Date

Name

Title

Name of Company

Street Address

City, State ZIP

Dear Mr./Ms./Mrs. _____:

Thank you for allowing me the opportunity to visit you [yesterday, on Friday, etc.]. I am grateful for the time you took from your regular responsibilities to share information with me about a career in [Name of career]. It was also very interesting to learn more about [Name of company/business].

After spending time with you to learn more about the field of [Name of career], I am sure I want to become an [Name of career]. Thank you for your suggestions regarding future classes I can take to support my career interest.

Thank you again for giving me this valuable learning experience.

Sincerely,

YOUR NAME

Name of High School