**JOB SHADOWING EXPERIENCE**

Job shadowing is one of the best ways to learn about a new job. In job shadowing, you spend the day or part of a day with someone who works in a field that you find interesting. For this assignment you must job shadow a professional (not a parent, brother or sister) in a position of interest for at least 3 hours.

By job shadowing, you can discover what a typical day on the job is like. You also have the opportunity to ask questions. Please use the Questions for Host sheets to help you generate your questions.

After the job shadowing experience, send a thank you note to the host. (This must be handed in for credit prior to sending it) You are required to submit a typed paper explaining who you shadowed, what you did, and what you learned. Use the following outline to write your paper:

**Paper format: (25 points)**

1. **Content (20 points)**
   a. **Introduction (2 pts)- paragraph**
      1) Where
      2) When
      3) Who
      4) How long
   b. **Explanation of experiences/ what you did (4 pts)- paragraph**
   c. **Interview questions- 16 (8 pts)- bullet points**
   d. **Conclusion (6 pts)- paragraph**
      1) What you learned/personal reflection

2. **Format (5 points)**
   a. **Typed**
   b. **Double spaced**
   c. **Spelling and grammar**
   d. **mechanics**

Due Date ___________________
Basics of Job Shadowing

Prepare

Dress appropriately for the job site
Arrive on time
Notify the job site if you can’t participate on the scheduled day
Take a list of questions and paper to take notes

At the Job Site

Introduce yourself- firm handshake
Be observant, but not in the way
When you leave, thank the professionals for their time

Evaluate your Experience

Send a thank you note to the professional you shadowed
How might this experience affect your plans for the future?
Read over your notes and type a summary paper
Questions for Host

Introduction: (pick 2)

*What is your job title?

How did you become interested in this type of work?

Why did you choose this career?

How did you get your job with this company?

Qualifications: (pick 4)

*What type of education and/or training was required for this job?

What classes did you take in high school that prepared you for your job?

What kind of experience was required for this job?

What personality traits are important for this job?

What kind of technical knowledge is required for this job?

How are technology demands increasing or changing?

How much reading, writing, and math do you use on this job and at what levels?
If new skills are required to perform a job how does the company ensure an employee is qualified?

What did you learn in school that helped you the most? (high school and beyond)

What do you wish you had studied more of in school?

**Duties:** (pick 4)

How many hours do you work in a typical day?

*What are your principle duties and responsibilities?

What type machines and equipment do you use?

What type of supervisory responsibilities do you have?

What type of dependence do you have on others to accomplish your job?

What kinds of problems do you solve on your job?

What type of and how much work do you have to take home?

What choices do you have in making your work schedule?

Do you use a computer for your job?

  If so, what types of software do you work with?
Salary and Benefits: (pick 2)

What is the salary ranges for the different levels within this field?

What types of fringe benefits are offered to you for your job?

How are raises earned?

What is the opportunity for advancement in this area?

Personal Satisfaction: (pick 2)

What do you like best about your job?

What do you like least about your job?

How has your company kept up with technology and progressive business management techniques?

How does your job affect your time away from home?

What are the job opportunities for this area of work?

What kind of personal satisfaction do you get from your job?

If you could start over would you change professions? Why or why not?
Miscellaneous: (pick 2)

What advice would you give a student interested in this career? (Education, experience etc.)

What changes do you see in this area within the next 5 to 10 years?

How is getting along with co-workers important?

What are the stresses that come with this job?

How important are good communication skills?

How easy or difficult is it to find a job in this profession? (Job outlook)

What other companies would hire an individual with the same job skills and education?

Reflection for after visit: (required)- incorporate into your paper

1. Which health career pathway would this career fall under? ______________________________

2. What did you learn about yourself/the career from doing this job shadow?

3. Are you still interested in this career path or have you changed your mind?
   a. Why or why not?

4. What aspects of the job surprised you?

5. From your perspective (your interests, abilities, and goals) identify aspects of the job that were:
   Positive

   Negative:
# Job Shadowing Experience Rubric

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<thead>
<tr>
<th>Criteria</th>
<th>Points possible</th>
<th>Points awarded</th>
<th>Comments</th>
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<tbody>
<tr>
<td><strong>Job Shadow- 3+ hours</strong></td>
<td>30</td>
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<tr>
<td><strong>Content</strong></td>
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<tr>
<td>Introduction</td>
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<td>Explanation of Experiences</td>
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<td>Interview Questions</td>
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<td>Personal reflection</td>
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<td>Double spaced</td>
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<td>Spelling and mechanics</td>
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<td>Thank you note- in addressed</td>
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Job Shadow Feedback Sheet
(to be filled out by Host)

Student: _________________________________ Date: ____________

Job Site: _________________________________

Type of Work Student Shadowed:
________________________________________________________________________
________________________________________________________________________

The student was on time: Yes No
Comments:

The student completed a 3 hour job shadow? Yes No
Comments:

The student was dressed appropriately: Yes No
Comments:

General comments about student behavior:

I'd be willing to have another student job shadow: Yes No

I would like to be a guest speaker in the classroom: Yes No

Mentor Signature: __________________________ Telephone Number: __________________

Email address: _____________________________

***Please attach a business card if possible***
PARENT/GUARDIAN CONSENT FORM

As part of the Health Careers course, your son or daughter is required to complete a minimum of a 3 hour Job Shadowing experience with a health professional. He or she will be responsible for making the arrangements and transportation to and from the site. They will discuss a typical workday, what skills are needed, and explore different aspects of working in the health care industry.

Permission to Participate in Health Careers Job Shadowing Experience

My son/daughter, __________________________________________________________ may participate in a Job Shadowing experience for the Health Careers class, which will take place at _____________________________________________ on ______________________________ between the hours of _____ and _____ a.m./p.m. He/she will need to be excused for the following school hours. __________________________________________________________________________.

Permission to Travel to the Job Shadow Site

I understand that my son/daughter, ____________________________________________, will drive their own vehicle to the job shadowing site or will be driven by a parent/guardian other designee ___________________________ (list here). By signing this form, I accept full responsibility for their safety to and from the company.

SIGNATURE OF PARENT OR GUARDIAN ___________________________ DATE __________