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# Student Guide to Job Shadows

information and workbook

“ “ Job shadows help you see what you need to know to do different jobs. If you go on a job shadow and you don't like it, then you start to realize that maybe you aren't the type of person for the job. This way you get to see what it's really like before you make up your mind about what you want to do. ” ”



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# WHAT IS A *job shadow?*

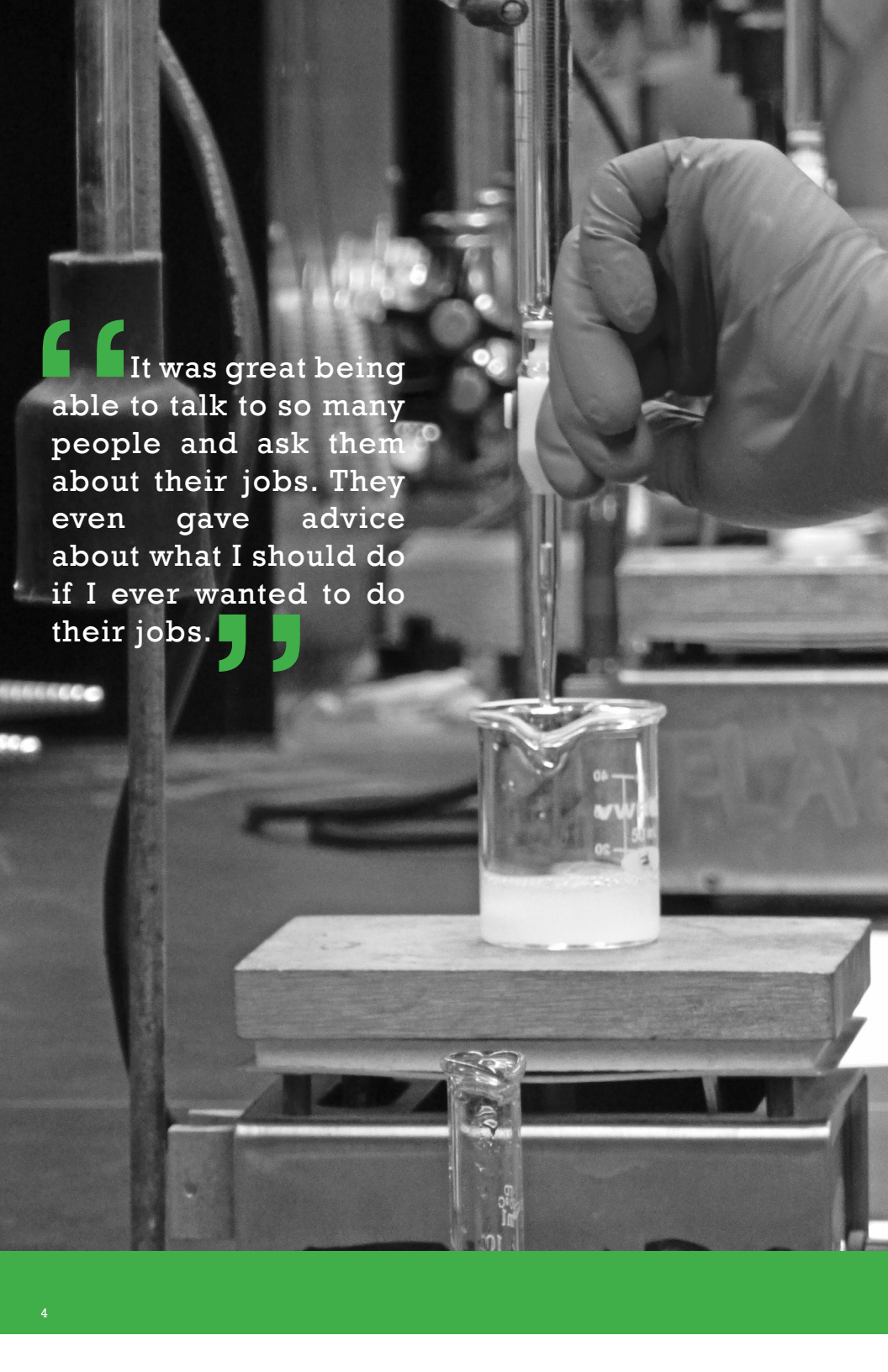
A job shadow is a learning experience that takes place at a business in your community. It usually lasts from 3 to 6 hours.

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 OREGON GEAR UP

We believe that college is not a dream, it's a plan. A federally-funded program, we support low-income middle and high schools across the state in increasing college access and success. Learn more at our website, [oregongearup.org](http://oregongearup.org) or find us on social media.



“ It was great being able to talk to so many people and ask them about their jobs. They even gave advice about what I should do if I ever wanted to do their jobs. ”

# WHY ARE JOB SHADOWS IMPORTANT?

Job shadows give you a chance to:

- 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
- 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

## JOB SHADOW CHECKLIST

- 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
- Have a parent or guardian sign a release form
- 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

## 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:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

\_\_\_\_\_

**Site Phone Number:** \_\_\_\_\_

**Directions to Site:** \_\_\_\_\_

\_\_\_\_\_

**Transportation Arrangements:** \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

## **BEFORE YOUR JOB SHADOW**

# **CONSIDER EXPECTATIONS**

Imagine what your job shadow will be like by responding to the questions below. Sometimes things are as 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?**

## **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 has technology affected this job?**

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

## 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 my job shadow I have a lot of respect for what it takes to run a business.”

## **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 answering 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 new things you learned about this job that you didn't know before.**

**Would you like to pursue this career? Why?**

“ My job shadow meant that I was responsible, that I got to learn about a job, and that people really care about giving you a chance to learn about what they do and about the future. ”



## 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.

**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**

# EVALUATE

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



**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?**

**STUDENT**

Based on the job shadow you 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 guide has been satisfactorily completed.
- This job shadow guide has not been satisfactorily completed.

The following needs to be completed or supplied:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



“ “ I enjoyed almost everything about my job shadow. It wasn't boring like I thought it was going to be. I was always listening and trying to remember all the information my host and the other employees were giving me. ” ”

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*Adapted from Job Shadow Guide for Students by Oregon GEAR UP and Education Northwest*



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**COLLEGE.** It's not a dream, it's a plan.

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