

Homedale High School

Job Shadow Guide and Forms



For Questions Contact: Jane Brumfield (Senior Project Coordinator)

Jbrumfield@homedaleschools.org

Or Debbie Flaming (Student Services Specialist)

Dflaming@homedaleschools.org

Job Shadowing Guidelines

ROLE OF THE STUDENT

- Demonstrate the desire to explore career options, personal skills, and attributes.
- Willing to develop a personal action plan to improve education and skills.
- Ability to work with persons of different educational, economic, cultural, religious and ethnic backgrounds.
- Participate in preparatory activities conducted by the school or workplace.
- Follow all safety and security policies and procedures of the employer.
- Willingly participate in all activities structured by the Workplace Host.

ROLE OF THE JOB SHADOW HOST

- Show a desire to work with students and introduce them to the positive aspects of work.
- Able to communicate openly and in a nonjudgmental fashion with students.
- Want to invest in a student's current and future career path.
- Able to work with persons of different educational, economic, cultural, religious and ethnic backgrounds.
- Capable of linking learning to earning.
- Spend approximately one hour reviewing materials and planning in preparation for the day.
- Dedicate part of the workday to the student and remain available to that student during the visit.
- Give visiting students explanations of workplace safety and security policies and procedures.
- Help students understand skills needed for the job.
- Demonstrate and explain effective work methods.
- Complete a Workplace Host Evaluation Form upon the conclusion of the visit.

Student Reminder:

- Bring this student guide with you to your job shadow.
- Bring a snack and/or lunch with you to your job shadow if needed.
- Dress appropriately for the workplace you will be job shadowing.

IMPRESSIONS MAKE A STATEMENT

Appearance + Attitude + Manners

APPEARANCE

Someone with a good appearance looks fresh, clean, and confident. A good appearance has nothing to do with the brand labels on your clothing or good looks.

- Dress in the clothes that you would wear on the job. For example: executives should wear suits; healthcare or office staff people should wear business clothing; and construction workers should wear work clothing.
- Be sure that your clothes are neat, clean, and wrinkle free. Wear conservative colors – blues, grays, and browns are preferred. Be sure that your shoes are clean and shined.
- Avoid trendy fashions, patterns that clash, and bright colors.
- Avoid excessive jewelry and make-up.
- Avoid strong perfume or cologne.
- Never wear a hat, tank top, shorts, jeans, or sandals.
- Never chew gum or eat candy.
- Cover any tattoos or piercing and clean your fingernails.
- Turn cell phones off and leave cell phones and I-pods in the car.

Remember... Your attitude is reflected in what you say and how you say it!

Employers look for employees who:

- have good eye contact
- have an honest and genuine smile
- are enthusiastic and motivated
- are excited about coming to work
- sit up straight in their seats
- ask questions

Job Shadow Possible Interview Questions

1. What is your job title?
2. What are your responsibilities?
3. What is a typical day like for you?
4. What do you like the most about your job? What do you like least about your job?
5. Why did you select this type of work?
6. How much education do you need for this job?
7. Do you need more job training after you have completed your education?
8. When do you need to use effective speaking skills to get your job done?
9. Do you ever have to work in teams on your job?
10. What kinds of problems do you solve on the job? What skills do you need to solve those problems?
11. What did you learn in school that helped you the most on the job?
12. What do you wish you had studied more in school?

Job Shadow Reflection

Now that you have completed your Job Shadow experience, take some time to reflect on what you observed and how it might affect your plans for the future. Type your answers on a word or google doc. Print and staple it to your evaluation and thank you letter.

1. What were the title and responsibilities of your Job Shadow Host?
2. Which parts of the job were of interest to you?
3. Which parts of the job would you find boring?
4. Would you consider a career in this field? Why or why not?
5. What surprised you most about what you learned, heard or observed?
6. What knowledge and skills are you learning in school that will be used on the job?
7. What knowledge or skills do you need to strengthen to be successful on the job?
8. Did any other ideas for careers come to mind today?
9. What education is needed to obtain this job/career? Is that something you believe you could complete?
10. Why would this position be a good or bad fit for you? Why?

THANK-YOU LETTER

(Required)

A thank-you note is the expected form of appreciation in many families and cultures. It is considered common courtesy to send a thank-you note to individuals. The same is true in the business world. People like to be thanked for their time and effort. Your job shadow host volunteered their time for you to be able to go into the workplace. They invested their personal time in preparing activities and demonstrating job skills because they care about your future. The hosts still had to meet their own job deadlines. A thank-you note will show your appreciation. It also builds good relationships with the workplace and allows you to begin networking for your future.

1. Your letter will be one-two paragraphs long and should include no more than three-four short messages,

Such as:

- a. Thank you for your time....
- b. The most important thing I learned was....
- c. What I enjoyed the most was....
- d. This will benefit me in the future because....

2. End your letter with either “thank you” or “sincerely” and then sign your name

3. Put your letter in an envelope that is stamped and addressed. Do not seal the envelope.

4. Give your thank you letter to your teacher to read and approve.

Homedale HS JOB-SHADOW EMPLOYER EVALUATION

We appreciate you taking the time to host our student at your place of business. We are very interested in the long-term success of our program and would appreciate you taking a few minutes to share your assessment of the job-shadow experience(s). Your feedback will be very valuable as we plan our future programs. For Questions contact Janee Brumfield (Senior Project Coordinator) Jbrumfield@homedaleschools.org

Name of Student: _____

Workplace Host Name: _____

Title : _____

Company: _____

Date of Job-Shadow: _____

Number of Hours student completed: _____

Using the following scale of 1 – 4 please rate the student in the following areas:

**4-Exceeds Expectations
2-Below Expectations**

**3-Meets Expectations
1-Needs Improvement**

1. Punctuality:

*Reported to Job Shadow at appropriate time.	4	3	2	1
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2. Professional Appearance:

*Dressed appropriately	4	3	2	1
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3. Professional Conduct:

*Behaved in a professional manner at the work site	4	3	2	1
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4. Communications:

*Related well to host and others	4	3	2	1
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*Asked appropriate questions	4	3	2	1
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5. Overall Evaluation:

*Student seemed to benefit from the experience	4	3	2	1
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6. What suggestion do you have for the student to help him or her prepare to enter this field of work?

7. Comments:(Please feel free to offer any additional comments on the back of this form.)

8. Please return to student in sealed envelope or you may mail it to:

Homedale High School
Attn: Janee Brumfield
203 E Idaho Ave
Homedale, ID 83628

