

# Job Shadow Guidelines & Check List

Student Name: \_\_\_\_\_

## STEP ONE: PREPARE FOR THE JOB SHADOW VISIT

- \_\_\_\_\_ 1. Call prospective job shadow host, arrange appointment (exact time, date, and location). All effort needs to be made to schedule your shadow for Fri. Feb. 3<sup>rd</sup>. If organization is unable to accommodate you, ask for other suggestions.
- \_\_\_\_\_ 2. Complete the "Job Shadow Registration and Parent Permission" Form and turn in to the Guidance Office no later than Thursday, February 2<sup>nd</sup>.
- \_\_\_\_\_ 3. Call your job shadow host the day before your shadow to confirm details (time to arrive, location, what to wear, and lunch (if applicable)).
- \_\_\_\_\_ 4. Take a copy of your "Job Shadow Interview Worksheet" and a notebook to the job shadow to record what you experience and learn.

## STEP TWO: COMPLETING THE JOB SHADOW EXPERIENCE

- \_\_\_\_\_ 1. **REQUIRED:** Complete "Job Shadow Interview Worksheet" with responses from your job shadow host. This form is due in the Guidance Office by Thursday, February 9<sup>th</sup> to receive an excused absence.
- \_\_\_\_\_ 2. Write a thank you letter/card to your job shadow host.
- \_\_\_\_\_ 3. Turn in "Job Shadow Interview Worksheet" no later than Thursday, February 9<sup>th</sup>.

You will not be marked absent for participating in Job Shadow Day if BOTH the "Job Shadow Permission & Information Form" and the "Job Shadow Interview Worksheet" are completed and turned in to the Guidance Office by the dates indicated above. If they are not turned in, and you were absent on February 3<sup>rd</sup>, your absence will be treated as a regular absence and will require the appropriate excuse, either parent or doctor depending on previous attendance monitoring. If you have questions about this, please see Mrs. Crowell in the Guidance Office.

Unfortunately, the Guidance Office does not yet have a database of businesses/professionals that are willing to allow you to shadow. Please ask family members, friends, neighbors, etc. before coming to the Guidance Office for assistance. Our hope is to one day build a database of job shadow possibilities. The Guidance Office will be advertising this on social media to try to gather some leads. This is a wonderful opportunity for you to take advantage of, but it may take some extra effort to secure a job shadow site.

**As an additional option, Richland H.S. will be taking interested juniors and seniors to JWF as a group job shadow experience. If you are interested in this instead of an individual shadow, please sign up in the Guidance Office and obtain the necessary permission form.**

# Job Shadow Registration & Parent Permission Form

Student Name: \_\_\_\_\_

What career are you planning to shadow? \_\_\_\_\_

Please list the following information below for your job shadow experience:

Organization/Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ City: \_\_\_\_\_

Job Shadow Supervisor Name & Title: \_\_\_\_\_

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To participate in a job shadow, I agree to:

- 1) Schedule a date and time on Friday, February 3<sup>rd</sup> for my job shadow.
- 2) Return this completed form to the Guidance Office by Thurs., February 2<sup>nd</sup>.
- 3) Arrange for my transportation to and from the job shadow.
- 4) Complete any missed assignments as per the attendance/teacher policy.
- 5) **Return the Job Shadow Interview Form to Guidance by Thurs. February 9<sup>th</sup>.**
- 5) Write a Thank-You note to my host.

\_\_\_\_\_  
Signature of Student

**I HAVE READ ALL INFORMATION REGARDING JOB SHADOWING. I UNDERSTAND THE RICHLAND SCHOOL DISTRICT ASSUMES NO RESPONSIBILITY FOR HEALTH, ACCIDENT OR TRANSPORTATION INSURANCE WHILE MY CHILD IS OUT OF SCHOOL FOR HIS/HER JOB SHADOWING. I AGREE TO PROVIDE (OR ARRANGE) TRANSPORTATION TO AND FROM THE JOB SITE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MRS. CROWELL BY EMAIL [ncrowell@richlandisd.com](mailto:ncrowell@richlandisd.com) OR BY PHONE (814) 266-4811.**

\_\_\_\_\_  
Signature of Parent

**I GIVE MY PERMISSION FOR MY CHILD TO DRIVE TO AND FROM HIS/HER JOB SHADOW SITE.**

\_\_\_\_\_  
Signature of Parent

## Job Shadow Interview Worksheet

Your name \_\_\_\_\_ Grade \_\_\_\_\_

Job Shadow Host \_\_\_\_\_ Title: \_\_\_\_\_

Location of Job Shadow \_\_\_\_\_

*The following topics of discussion will help you get the most out of your job shadow experience. Write the answers to these questions-you do not need to write every detail, but make sure you give a good answer. You are the interviewer, so YOU do the writing. This form must be turned **in to the Guidance Office by February 9<sup>th</sup>** to be considered an excused absence.*

1. What are your responsibilities?
2. What do you like most and least about your job?
3. What are typical working conditions? (hours, stress level, travel, physical working conditions, etc)
4. Why did you choose this occupation?
5. What academic (math, English, science, etc.) skills and non-academic skills (communication, leadership, creativity, etc.) are needed?
6. What do you wish you had studied more of while in school?
7. What schooling or training did you receive after high school?
8. Do you have any advice for a student that is considering this career option?

\_\_\_\_\_  
Signature of host received upon completion of visit

\_\_\_\_\_  
Date

Time participant arrived \_\_\_\_\_

Time job shadow concluded \_\_\_\_\_