My Career Shadowing Day Packet

Name: ___________________________ HR: _____

Job Site: ____________________________

Job Site Mentor: ____________________________
Guidelines for Career Shadowing

Day Packet:

1. Read through all items in your packet before arriving at your work site so that you know what you are looking for or what to ask your mentor.

2. Soon after arrival, ask your mentor if a workspace can be provided so you have an opportunity to sit and write in your packet.

3. Write neatly.

4. Hand in this Career Shadowing Packet to Mrs. Mowbray when you return to school.

5. If there is an EMERGENCY on the day of your shadow experience, it is YOUR responsibility to call your contact and let them know that you will not be able to attend.
Student's Career Shadowing Experience Sheet

Complete this form and turn it in to Mrs. Mowbray

Name: ___________________________  Homeroom: ____________

Date of Career Shadow: ________________

Title of Career Shadowed: ________________________________

Job Site: ______________________________________________

Person shadowed: _______________________________________

Total Number of Hours on the Job Shadow: __________________

1. Describe the job of the person you shadowed:

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

   Positive:

   Negative:

3. What training/education is required for this job and where can you get it?

4. List any classes at your school which might teach skills that would be necessary for the job you shadowed.

5. Did the job shadowing experience influence your career your career choice/goals:

   How?

Student Signature: ___________________________  Date: ____________

WORD/GUIDANCE/MIDDLE SCHOOL/MOWBRAY/CAREER/GUIDELINES FOR CAREER SHADOWING DAY PACKET
Workplace Supervisor’s Job Shadowing Feedback Sheet

Student: ______________________________  Job Site: ________________

Date of Job Shadow: ________________

Type of Work Student Shadowed: ________________________________

1. The student was on time? □ Yes □ No
   Completed 6 hours □ Yes □ No
   Comments: ________________________________

2. The student was dressed appropriately? □ Yes □ No
   Comments: ________________________________

3. I’d be willing to have another student job shadow. □ Yes □ No

4. General comments about the day: ________________________________

Workplace Supervisor’s Signature: ________________________________ Date: ____________

Telephone Number: ________________
Examples of Questions to Ask During Job Shadow

Introduction
- What is your occupation and 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
- What are the most important skills that I should demonstrate to obtain a position with your company?
- What types of education and/or training were required for this job?
- What classes did you take in high school that prepared you for your job?
- Did you have to interview, take any tests, or complete an internship or apprenticeship for this position?
- 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?

Duties
- How many hours do you work in a typical week?
- Are certain times of the month or year busier than other times?
- What kinds of things are you required to do as part of your job?
- Do you take work home?
- Do you work a shift? What choices do you have in making your work schedule?
- How important is teamwork at this site?

Personal Satisfaction
- What do you like best about your job?
- What don’t you like best about your job?
- What are the job opportunities for this area of work?
- What kind of personal satisfaction do you get from your job?

Miscellaneous
- What advice would you give a student interested in this career?
- What changes do you see in this area within the next 5-10 years?
- How do you see this industry changing in the next five years?