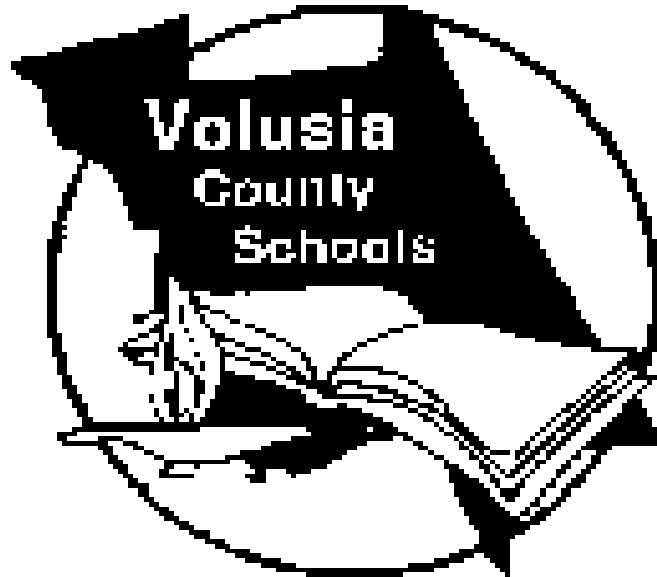


# JOB SHADOWING MANUAL



**THIS MANUAL BELONGS TO**

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Name of Student

**A SHADOWER OF**

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Name of Company

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**SCHOOL YEAR**

**Through the individual commitment of all, our students will graduate with the knowledge, skills, and values necessary to be successful contributors to our democratic society.**

# **VOLUSIA COUNTY SCHOOLS**

## **Job Shadowing**

### **Job Shadowing Guidelines**

#### **What is Job Shadowing?**

Job shadowing is the matching of me with a person from a chosen career for one school day. I will observe, participate in, and discuss the daily activities of this occupation.

#### **Goals:**

- ❖ To enable me to acquire first hand knowledge of career opportunities.
- ❖ To provide me an opportunity to gain an understanding of the specific skills and education required for the job of the person being shadowed.
- ❖ To provide an opportunity for me to view a work site.
- ❖ To help link the subjects I am learning in school with skills needed to be successful in a job.

#### **Student Selection Criteria**

1. GPA of 2.0 or above
2. Attendance – no more than 3 absences per grading period.
3. Discipline – no referrals. (The administration reserves the right to deny Job Shadowing based on my discipline record).

#### **Manual Purpose**

The purpose for completing this manual is to assist me to:

- 1. Organize information about my Job Shadowing experience.**
- 2. Analyze the various career opportunities and determine skills needed to be successful on the job.**

# **VOLUSIA COUNTY SCHOOLS**

## **Job Shadowing**

### **Job Shadowing Expectations**

1. What do I expect to learn from this job shadowing?



2. What types of experiences would I like to have during job shadowing?

3. What concerns me the most about this job shadowing experience?

4. What could be done to help me eliminate those concerns? (i.e. meet the person before I start)

# VOLUSIA COUNTY SCHOOLS

## Job Shadowing

### Student Responsibility Checklist

- ☐ Inform my teachers and arrange to make up school work missed during job shadowing day.
- ☐ Abide by school, academy, and business rules.
- ☐ Complete and return all permission forms and job shadowing Application to my teacher/coordinator on time.
- ☐ Arrange transportation for myself or know where to meet my prearranged school transportation.
- ☐ Confirm my appointment by phoning the career contact the day before the job shadowing day. I should introduce myself and finalize any arrangements for my visit. I should check arrival time and directions to my visitation site if I am providing my own transportation.
- ☐ Prepare any written information and list of questions to share with my career contact. I should bring a folder/binder with paper and a pen.
- ☐ I should be dressed appropriately for the job shadowing experience. What I wear will depend on where I shadow. For instance, if I were going to shadow a chef, I would not wear a jacket and tie. I should ask about proper attire when I telephone to confirm my appointment.

❖ The appropriate attire for my job shadowing experience is:

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\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

# VOLUSIA COUNTY SCHOOLS

## Job Shadowing

### Career Information Questions

**CAREER:** \_\_\_\_\_

**CAREER CLUSTER:** \_\_\_\_\_

**DIRECTIONS:** Listed below is the information to be obtained and answered **BY ME** during my job shadowing experience.

1. What are other occupations related to this one?
2. What are the typical duties of this occupation?
3. What are the working conditions (hours, long periods of sitting or standing, heavy or light lifting, etc)?
4. What are the physical surroundings (noisy, quiet, indoors or outdoors, etc.)?
5. What mental abilities and aptitudes are needed (how much scholastic ability, mathematical, clerical, verbal, science, mechanical aptitude, etc.)?
6. What are the physical requirements (strength, height, weight, etc.)?
7. What skills are required?
8. What education and/or training is required?
9. What colleges/universities or technical schools would you recommend attending for the education/training necessary for this occupation?

# VOLUSIA COUNTY SCHOOLS

## Job Shadowing

### Career Information Questions (continued)

10. How o\_\_\_\_\_
11. What is the salary range?  
Beginning\_\_\_\_\_
- Average\_\_\_\_\_
- Maximum\_\_\_\_\_
12. How long does it usually take to reach maximum pay? \_\_\_\_\_
13. What are the usual working hours?\_\_\_\_\_
14. How many days a week do I work?\_\_\_\_\_
15. Do I have to work  
weekends?\_\_\_\_\_Holidays?\_\_\_\_\_
16. Can I earn overtime?\_\_\_\_\_How is it paid?\_\_\_\_\_
17. Do I receive comp. time instead of overtime?\_\_\_\_\_
18. What benefits are offered?
- |                              |                            |
|------------------------------|----------------------------|
| Group Life Insurance?_____   | Dental Insurance?_____     |
| Group Health Insurance?_____ | Eye Insurance?_____        |
| Vacation Pay?_____           | How Many Days?_____        |
| Sick Leave?_____             | How Many Days?_____        |
| Personal Leave?_____         | Under What Condition?_____ |
| 401K Plan?_____              | Discounts?_____            |
| Uniforms_____                | Are They Provided?_____    |
| Tools/Equipment?_____        | Up-Keep Provided?_____     |
| Maintenance Provided?_____   |                            |
19. What are the possibilities for promotion/advancement?
20. What high school subjects would be helpful?
21. What is the employment outlook for this occupation?

# **VOLUSIA COUNTY SCHOOLS**

## **Job Shadowing**

### **Career Information Questions (continued)**

22. Are people hired for this job? \_\_\_\_\_ ? Why or why not? \_\_\_\_\_
23. Does this company ever hire people with just a high school diploma and little work experience?
24. What kind of work would it be?
25. Does this company ever hire students who are still in high school? \_\_\_\_\_ If so, what would the job be? \_\_\_\_\_ What would the starting salary be? \_\_\_\_\_
26. What are the dress requirements for this job?
27. Does this job require Union membership?
28. What are the advantages of the job?
29. What are the disadvantages of the job?
30. What other information do I need to know about this career?

# VOLUSIA COUNTY SCHOOLS

## Job Shadowing

### Job Shadowing Student Evaluation

Student Name \_\_\_\_\_ le \_\_\_\_\_  
Grade \_\_\_\_\_ Cluster \_\_\_\_\_  
Career Shadow Date \_\_\_\_\_ Shadow Time \_\_\_\_\_  
Name of Contact Person \_\_\_\_\_ Title \_\_\_\_\_

#### Company Name, Address, and Phone Number

\_\_\_\_\_  
Natural Resources  
\_\_\_\_\_  
Marketing  
\_\_\_\_\_  
the Arts  
\_\_\_\_\_  
Manufacturing

#### Career Clusters

Agriscience &  
Business &  
Communication &  
Engineering &  
Health & Human Services

Person(s) I shadowed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Name(s) Job Title(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FOLLOW-UP WRITING ASSIGNMENT

**Directions:** Write one paragraph for each question below. I should be sure to show pre-writing on one page (in list form), my rough draft on the second page and final copy on the third page. I should attach my writing assignment along with any literature or information I received to this paper.

1. Briefly explain what I did on job shadowing day.
2. What have I learned from the time I first filled out the Job shadowing application until now?
3. What information was most important to me?
4. What information was least important to me?
5. What will be my next step in getting more information about this career or other careers and/or planning career related training?

**\*I should complete this assignment and return to my teacher within one week after the job shadowing experience.**



# VOLUSIA COUNTY SCHOOLS

## Job Shadowing

### Job Shadowing Thank-You Letter

**\*My thank-you letter needs to be sent within one week after my job shadowing experience**

#### **FORMAT:**

Friendly letter format

1. Heading - 3 lines  
My home address  
City, State, Zip Code  
Date
2. Salutation (Dear.....)
3. Body (Maximum 2 paragraphs, 5-7 sentences each)  
**Paragraph 1:**
  - Express my gratitude
  - Describe an experience that I especially enjoyed**Paragraph 2:**
  - Tell how my visit will prepare me for my future career goals
4. Complimentary Close (Sincerely)
5. Signature (legibly handwritten in blue or black ink in cursive writing)

#### **SPECIAL TIPS:**

Be sincere  
Be pleasant and positive  
My letter should be typed  
Proofread my letter  
Have my English teacher proofread my letter  
Put my letter in an envelope, address, seal and give to my teacher