

ENCOURAGING CAREER EXPLORATION

PARTICIPANT JOB SHADOW HANDBOOK

Name: _____

Business: _____

Host: _____ Date of job shadow: _____

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WHAT IS A JOB SHADOW?

A job shadow is a worksite experience during which an individual spends time one-on-one with an employee observing daily activities and asking questions about the job and industry. Individuals' participate before, during and after the job shadow to help them understand and reflect on what is learned at the worksite. The job shadow allows the individual to determine career compatibility and responsibilities.

Specifically, a job shadow helps an individual:

- Begin to identify career interests.
- Observe the daily routine of staff.
- Gain awareness of the academic, technical and personal skills required for career/industry.
- Develop and apply communication skills by interacting with and interviewing staff.
- Understand different jobs have different work environments.
- Begin to understand the connection between school, career paths, life experiences and achieving goals.
- Make contact with potential future employer.

Job shadowing can provide experiences that are as unique as every person who participates. Job shadowing is a privilege and an opportunity that will prepare you for joining the workforce. It's not every day you have the opportunity to look into your own future!

JOB SHADOW CHECKLIST

In order to receive credit for the job shadow, you must successfully complete each of the following tasks:

	DUE DATE	INITIALS <i>Workforce Training Rep to Indicate Task Completed</i>
PRIOR TO JOB SHADOW		
<input type="checkbox"/> Select a job shadow site(s)	_____	_____
<input type="checkbox"/> Current resume	_____	_____
<input type="checkbox"/> Master application	_____	_____
<input type="checkbox"/> Call to schedule job shadow and obtain job shadow details	_____	_____
<input type="checkbox"/> Career exploration justification	_____	_____
<input type="checkbox"/> Personal statement/Cover letter	_____	_____
<input type="checkbox"/> Create list of questions to ask job shadow host	_____	_____
<input type="checkbox"/> Mock interview	_____	_____
AFTER JOB SHADOW		
<input type="checkbox"/> Sign job shadow stipend voucher (If applicable)	_____	_____
<input type="checkbox"/> Turn in job shadow time card	_____	_____
<input type="checkbox"/> Turn in job shadow questions	_____	_____
<input type="checkbox"/> Turn in job shadow reflection	_____	_____
<input type="checkbox"/> Turn in job shadow evaluation	_____	_____
<input type="checkbox"/> Send thank you to host	_____	_____
<input type="checkbox"/> Share job shadow experience with Workforce Training Rep	_____	_____

PHONE SCRIPT

"Hello. My name is _____,

I am a participant in Department of Labor and Regulation's training program and I am interested in job shadowing at your business. I am interested in pursuing a career in

_____ and I am curious to see if this is a logical career decision for
(career field)

myself. Would it be possible for me to shadow you or someone else in your business?"

- Be prepared to explain what you hope to gain from the job shadow experience.
- Have suggested dates and times available that will work for you.
- Discuss your responsibilities and goals as a participant so that the employer does not feel that they will lose productivity time.
- You must call and schedule a time that works best for you and the employer.

ADDITIONAL INFORMATION

If the business is willing to set up the job shadow, thank them and ask the following:

What time should I arrive? _____ *What will my hours be?* _____

Where should I meet you? _____

What should I wear? _____

Is there a place where I can purchase lunch or should I bring a lunch? _____

Let the business know you will be calling a few days ahead of time to confirm the job shadow. If they cannot help you, politely ask "*Is there anyone else that you know of in this industry/business that might be able to help me with a job shadow?*"

ALTERNATE CONTACT

Business Name: _____

Employee Name: _____ Phone Number: _____

SCHEDULED JOB SHADOW

Location: _____

Host: _____ Date: _____

Time: _____

TIPS FOR SUCCEEDING IN THE WORKPLACE

Whether you are participating in a job shadow or you are a permanent employee, appropriate behavior is important in the workplace. The following tips will help you transition into having a successful career:

1. Be punctual.
2. Address personal hygiene: cleanliness, fresh breath, etc.
3. Dress for success.
4. Have a positive attitude. Smiling is contagious.
5. Honesty is the best policy.
6. Be reliable and prompt.
7. If you do not understand something, ASK questions or ASK for help.
8. Take initiative.
9. Put forth your best effort at all times.
10. Challenge yourself.
11. Be dependable.
12. Be self-disciplined.
13. Welcome constructive criticism.

On the day of your job shadow, be sure to bring:

- ✓ Resume
- ✓ Cover Letter
- ✓ Questions for host
- ✓ Time Sheet/Voucher
- ✓ Contact Information (host name, address of business, phone number)

PARTICIPANT QUESTIONS

Please develop 7 questions to ask your worksite host.

Examples: *How did you choose this business to work for?*

What is the most valuable reward you receive from working in this industry?

1.

2.

3.

4.

5.

6.

7.

Other questions optional.

REFLECTION

After completing the job shadow, please take the time to reflect on your experience.

1. Describe the job site you visited.
2. What type of work activities did you observe during your experience?
3. What did you like best about your experience?
4. What did you like least about your experience?
5. Did you encounter any challenges?
6. What surprised you most about what you observed or learned?
7. Would you consider a career in the industry in which you job shadowed? Why or why not.
8. Did the job shadowing experience influence your career choice or goals? How?
9. If you wanted to have the job you shadowed, what might you do to prepare for the opportunity?

EVALUATION

Thank you for participating in the job shadow program. Please help us evaluate the experience by responding to the following items. The information will be helpful in improving our program. (Low=Strongly Disagree, Fair=Somewhat Agree, High=Strongly Agree)

	Low		Fair		High
Able to observe occupation that interested you	1	2	3	4	5
Had enough time to ask appropriate questions	1	2	3	4	5
The entire worksite was toured	1	2	3	4	5
Able to assist with some of the work	1	2	3	4	5
Job shadowing experience was helpful	1	2	3	4	5
How would you rate your experience	1	2	3	4	5
Basic understanding of qualifications for industry	1	2	3	4	5
Host was welcoming and helpful	1	2	3	4	5
I would recommend others participate in this program	1	2	3	4	5

Additional Comments:

THANK YOU CARD TO BUSINESS

After you complete the job shadow, please show your appreciation by writing a thank you card to the business.

Your street address or PO Box

Town, State, Zip Code

Date (Month, Day, Year)

Host name, Title

Name of Business

Street Address

City, State, Zip Code

Dear _____,
(Name of Host)

Paragraph 1: Thank your host for the opportunity to do the shadow.

Paragraph 2: Describe some of the things you learned as a result of the shadow experience.

Paragraph 3: Add any additional comments you have.

Sincerely,

(Your Name)

REFERENCES

Federal IT Job Shadow Tool Kit

https://cio.gov/wp-content/uploads/downloads/2012/09/ToolKit_Web.pdf

Education Planner

<http://www.educationplanner.org/counselors/job-shadowing.shtml>

Sophomore Job Shadow Handbook

http://www.mdihs.u98.k12.me.us/0910/studentlinks/documents/jobshadow_handbook.pdf

Job Shadowing: Learning For Life

<http://www.sdstate.edu/sdces/cd/upload/job-shadow-guide.pdf>

Marion High School Handbook

<http://marianhighschool.net/Post/sections/49/Files/Job%20Shadow%20Packet%201314.pdf>

SHRM

http://www.shrm.org/templatestools/samples/policies/pages/cms_005022.aspx

Job Shadow: How Business Can Help Attack the Dropout Crisis in America

https://www.juniorachievement.org/documents/20009/36541/2010_Job_Shadow_White_Paper.pdf/809a15f9-84be-487c-8f73-078124b3a944

South Dakota Department of Labor and Regulation provides equal employment opportunities (EEO). Auxiliary aids and services are available upon request to individuals with disabilities. State and federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, political affiliation or belief, national origin, or disability.

ENCLOSURES

1. Emergency Contact Information