



WORK-BASED LEARNING | JOB SHADOW CLASSROOM HANDBOOK

Job shadows can provide experiences as unique as every person who participates. Job shadowing is a privilege and an opportunity to help prepare you to join the workforce. ***It's not every day you have an opportunity to look into your own future!***

Name: _____

Business: _____

Host: _____ Date of Shadow: ____/____/____

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WHAT IS A JOB SHADOW?

A job shadow is a worksite experience during which an individual spends time 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
- Connect with potential future employers

Considerations for the Student

- What information do I already know about the career and the organization?
- What do I want to know about the career?
- What specific tasks do I want to see?
- Does the organization have specific policies I need to be aware of (such as a dress code)?
- Is there paperwork I need to fill out for the organization or the classroom instructor?

Recommendations for Students

- Keep confidentiality always
- Contact the host as soon as possible if you become unavailable
- Learn more about the career you are interested in prior to the job shadow (the job description, education requirements, daily tasks, etc.)
- Take notes during the job shadow to maximize learning
- Come with questions to get the most out of your experience

If you have any access needs or disability accommodations you would like the host to be aware of, please disclose them in advance so adjustments can be made if necessary.

JOB SHADOW RESPONSIBILITIES

Prior to Job Shadow

Identify three to five locations for a job shadow. Locations selected based on:

- Personally identified soft skills ([Free online resource: Bring Your "A" Game Anywhere](#))
- Interest inventory
- Appropriate vocational/aptitude assessments
- Labor market information specific to participants' desired place of residence
- One-on-one interaction/conversation

To arrange a job shadow:

1. The student will fill out a [Job Shadow Application](#) and submit to the classroom instructor. *They may need to fill out an additional form from the business.*
2. The classroom instructor will contact three to five potential job shadow sites and choose the most appropriate two or three locations. The classroom instructor will make initial contact, obtain job shadow details, and instruct participants to complete the required documents.
3. The student will draft a location-specific Personal Statement/Cover Letter. [See Appendix B.](#)
4. Arrange a job shadow mock interview if time allows. [See Appendix C.](#)
 - a. If time does **not** allow, please take advantage of the DLR's free online resource, [The Big Interview](#).
5. Complete contract signed by classroom instructor, guardian, and student. [See Appendix G](#) for Sample Job Shadow Agreement.

Job shadow details to be discussed with student:

- Date
- Time and length of job shadow
- Location
- Contact persons for participant and business
- Appropriate attire for business worksite

After Job Shadow

The classroom instructor will:

1. Collect Participant Questions ([Appendix D](#)) and Reflection ([Appendix E](#)) from participant.
2. Provide instructions to participant for thank you note for host ([see Appendix F](#)).
3. Discuss job shadow experience with participant and next steps.

JOB SHADOW CHECKLIST

Prior to Job Shadow

Due Date

Initials

Classroom instructor to indicate completion

- List 3-5 job shadow sites you are interested in
- Master application
- Personal statement cover letter
- Obtain job shadow details
- Create list of questions to ask job shadow host
- Mock interview
- Parent permission
- Student contract

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

After Job Shadow

- Turn in Participant Questions with responses
- Turn in Job Shadow Reflection
- Send thank you to host

_____	_____
_____	_____
_____	_____

TIPS FOR SUCCEEDING IN THE WORKPLACE

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. Always put forth your best effort.
10. Challenge yourself.
11. Be dependable.
12. Be self-disciplined.
13. Welcome constructive criticism.

DAY OF JOB SHADOW

On the day of your shadow be sure to bring:

- ✓ Questions for host
- ✓ Contact Information (host name, address of business, phone number)

EXAMPLES OF QUESTIONS TO ASK DURING & AFTER JOB SHADOW

- What education and/or training does the host have?
- What do you suggest I do to start gaining experience?
- What are the key factors you look for when hiring for this position?
- How can I learn more about this career?
- What personal characteristics does someone need to be successful in this role?
- Why did you choose this career?
- What are your favorite and most challenging parts of your job?
- What are additional typical duties I did not observe?
- What advancement opportunities are available to you in this career?
- Do you spend most of your time working alone or as a team?
- What level of independence do you have in your job?
- Can you tell me more about what your company does?
- What are your roles and responsibilities?
- What is burnout like for someone in this position?
- What advice would you give to someone like me who wants to have a job like yours in the future?

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/809a15f9-84be487c-8f73-078124b3a944

South Dakota Department of Labor and Regulation (DLR) provides equal employment opportunities. Auxiliary aids and services are available upon request to individuals with disabilities. State and federal laws require DLR 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.

APPENDIX A

JOB SHADOW APPLICATION

Student Name: _____ Date: ___/___/___

Email: _____ Phone: _____

Expected Graduation Date: ___/___ (MM/YYYY) Birthdate: _____

Work Experience

Job Title: _____ Company: _____

Start Date: ___/___ (MM/YYYY) End Date: : ___/___ (MM/YYYY)

Description of Duties: _____

Job Title: _____ Company: _____

Start Date: ___/___ (MM/YYYY) End Date: : ___/___ (MM/YYYY)

Description of Duties: _____

Volunteer Experience:

Skills: (List computer, technical, leadership or other job-related skills you possess; include any certificates you may hold)

Leadership Activities, Extra-curricular Activities, Honors and Awards:

Other – Interests and Career Goals: *Why do you want to complete a job shadow?*

Post-Secondary Plans to Date:

APPENDIX B

PERSONAL STATEMENT/COVER LETTER EXAMPLE

Jane Doe
2330 N. Maple Ave. #1, Rapid City, SD 57701
Cell Phone: (605) 555-2326
Email: example@yahoo.com

Dear Mr. Labor,

I recently took a career assessment, which indicated I have an underlying interest in automotive technology.

This job shadow at Labor Auto Repair will give me a closer look at a career I want to know more about. I like to figure out how and why things work and would like to combine that with my desire to help others. Specializing in maintenance for one of the most relied-upon daily necessities would be an extremely rewarding career.

While I am just beginning to explore careers in the automotive technology industry, I am reliable, willing to learn, and have the aptitude and perseverance to have a bright future in the industry.

I look forward to the job shadow opportunity with your business and learning all about what a career as an automotive technician has to offer.

Sincerely,

Jane Doe

APPENDIX C

JOB SHADOW MOCK INTERVIEW QUESTIONS

1. What employer are you hoping to shadow?
2. Why does this job shadow interest you?
3. What do you know about this industry?
4. What do you hope to learn from this job shadow?
5. Tell me why you are qualified to spend a day with your employer of choice.
6. What attracted you to this specific employer/company?
7. What motivates you?
8. What can you offer that someone else cannot?
9. What qualities do you feel a successful manager should have?

APPENDIX D

JOB SHADOW PARTICIPANT QUESTIONS

Please develop seven questions to ask your worksite host.
Examples listed on Page 5.

1.

2.

3.

4.

5.

6.

7.

Additional questions optional.

APPENDIX E

JOB SHADOW 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?
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 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?

APPENDIX F

THANK YOU TO BUSINESS

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

Your Name

Your Street Address or PO Box

City, 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 shadow.

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

Paragraph 3: Add any additional comments you have.

Sincerely,

(Your Name)

APPENDIX H

SAMPLE INTERVIEW QUESTIONS FOR *OTHER* EMPLOYEES

Interview an employee (or two) at your job site who have different positions within the company using the following questions.

1. Date of job shadow:
2. Business Name:
3. Name of Interviewee:
4. Position:
5. Major responsibilities:
6. Are these responsibilities listed on your job description?
7. How did you decide to go into this career?
8. What type of training or education do you need for this occupation?
9. What is your training or education?
10. Does this occupation require a specific license, certification, or testing?
11. Does this occupation require specific tools?
12. How much of your day is spent working with people?
13. How much of your day is spent working with things or data?
14. Do you use basic skills such as reading, writing, mathematics, computers, etc.?
15. What do you like about your job?
16. What do you like least about your job?
17. What advice do you have for me as I finish high school?
18. Do you mind if I contact you with future questions? YES NO
 a. If yes, phone number: _____ email: _____
19. Other Questions: