

# **Job Shadowing Guide**



**Oswayo Valley High School**  
**Guidance Department**  
Updated 07/23

## Introduction to Job Shadowing

Job shadowing is a career exploration activity. Students gain exposure to careers they are interested in pursuing by working with area businesses. During a job shadow, students observe an employee for a short period of time to learn about the business, industry or profession of the employee. By participating in job shadow activities, a student can determine if the career and industry fits their interests and career aspirations. Job shadowing is a short-term, work-place learning opportunity, with an emphasis on exploration, not work.

The job shadowing experience should be planned to provide the student with the opportunity to explore all aspects of the business or industry as well as the specifics of the job they are shadowing. Students may practice hands-on tasks associated with the job; they may not perform productive work which benefits the employer. At the point at which they become productive, it becomes work experience, and students must be paid.

*Job shadowing provides an opportunity for partnership between schools and businesses which will result in..*

- *Providing an opportunity for students to experience “real life” work in a career field;*
- *Motivating students to expand and meet their educational career goals;*
- *Developing a working relationship with the community;*
- *Preparing and motivating prospective employees; and*
- *Relating educational experience to career choice.*

The purpose of this JOB SHADOWING GUIDE is to provide the student with the **information, suggestions, and paperwork requirements** to make the Job Shadowing experience most beneficial to the student and the workplace mentor.

## Job Shadowing: Requirements

1. Each student must complete a minimum of three separate job shadow experiences to earn their Work-Based Learning credit for graduation.
  - a. Experience 1 is to be completed during the Sophomore year (or in the summer preceding Sophomore year).
  - b. Experience 2 is to be completed during the Junior year (or in the summer preceding Junior year).
  - c. Experience 3 is to be completed by the end of the first semester of Senior year (or in the summer preceding Senior year).
2. Each shadow must be a minimum of three hours per experience.
3. Job shadow experiences must include processes that include 'pre', 'during' and 'post' documentation connecting the experience to the student's interest and career planning.
  - a. Pre:
    - i. Take the PA Career Zone Interest Profiler Quiz (180 question) OR review your results in your PA Career Zone account.
    - ii. Submit the Workplace Information/Permission form to the guidance office for approval *at least one week prior to the experience.*
  - b. During:
    - i. Interview mentor and document answers (see page 5-Suggestions)
    - ii. Ask the person you shadowed to complete the Workplace Mentor's Evaluation form
  - c. Post:
    - i. Complete the student Evaluation/Questionnaire to summarize the experience.
    - ii. Send a "Thank You" card to the workplace mentor and provide a copy of the letter to the guidance office within one week of experience.

# Job Shadowing: Information

## The Role of the Student

Every day you make choices which affect your future career and livelihood. By participating in job shadowing, you will observe employees engaged in a variety of tasks. You can explore what kinds of work interest you and what education and training prepare you to reach your career goals.

Prior to job shadowing, students need to...

- Arrange the dates and times for the visit;
- Complete the Workplace Information/Permission form (see page 9);
- Check with teachers for missed assignments; and
- Review the Student Evaluation/Questionnaire (see page 7).

While at the job site you are responsible for...

- Arriving on time;
- **Dressing** according to the standards of the particular site;
- Following business safety and security policies/procedures;
- Participating in the activities structured by your workplace mentor;
- Interviewing/questioning employees and/or mentor; and
- Securing the Workplace Mentor's Evaluation form (see page 8).

Once you return from job shadowing, be sure you...

- Complete the Student Evaluation/Questionnaire form (see page 7) and submit to the guidance office;
- Send a **Thank-you card** to the workplace mentor. Thank-you cards are an important business courtesy. When you tell people how much you appreciate good things they have done, you reward them for their efforts, make a good impression, and encourage them to repeat their participation.

### Steps for completing Job Shadowing:

- ☐ Step #1. Contact the workplace mentor at least two weeks prior to the visit.
- ☐ Step #2. Submit the "Workplace Information/Permission Form" (see page 9) to the guidance office at least one week prior to the visit.
- ☐ Step #4. Job Shadow (remind the workplace mentor to complete and return the evaluation form – see page 8)
- ☐ Step #5. Complete the "Student Evaluation/Questionnaire" (see pages 6&7); submit to the guidance office within one week of the visit.
- ☐ Step #6. Send a "Thank you" card to the workplace mentor; submit a photocopy to the guidance office within one week of visit.

## Job Shadowing: Suggestions

How do you get the most out of your job shadowing experience? Successful students will demonstrate:

- ☐ A willingness to explore a variety of career options and to identify the education that would lead to them;
- ☐ A sincere desire to learn about the skills required in the workplace; and
- ☐ The ability to work with persons of different educational, economic, cultural, religious, and racial backgrounds.

If you need ideas on how to make good use of your Job Shadow time, consider these questions and conversation starters:

### ☐ About Job Qualifications

- What types of education and/or training were required for this job?
- Did you have to interview, take any tests, complete an internship or apprenticeship?
- What personality traits are important?
- What kind of technical knowledge is required for the job?
- How are technology demands changing?

### ☐ About the Job Duties

- How many hours do you work in a typical week?
- What kinds of things are you required to do as part of your job?
- Are you required to supervise other employees as part of your job?
- Do you have to depend on others in order to complete job assignments?
- Do you take work home?
- What choices do you have in making your schedule?

### ☐ About the Salary and Benefits

- What are the salary ranges for different levels in this field?
- What types of fringe benefits are offered?
- How are “raises” earned?
- What is the opportunity for advancement/promotion?

### ☐ About Personal Satisfaction

- What do you like best about the job?
- What don't you like about the job?
- How does your job affect your time away from work?
- Knowing what you know now, would you make a different career choice?
- What advice would you give a student interested in this career?
- What changes do you see in this occupation within the next 5-10 years?

# **[Job Shadowing: Required Paperwork]**

## **Student Evaluation/Questionnaire**

Oswayo Valley High School ❖ 318 S. Oswayo St. ❖ Shinglehouse, PA 16748

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

Date of Job Shadow: \_\_\_\_\_

Person(s) Shadowed: \_\_\_\_\_

Hours on Job Site: \_\_\_\_\_

Job Site: \_\_\_\_\_

My top 3 Career Interest Area codes are (according to PA Career Zone): \_\_\_\_\_

What Career Cluster does this occupation fall under (*select one*):

Selection	Code	Group Name
	100	Agriculture, Food & Natural Resources
	200	Architecture & Construction
	300	Arts, A/V Technology & Communications
	400	Business, Management & Administration
	500	Health Science
	600	Hospitality & Tourism
	700	Human Services
	800	Information Technology
	900	Law, Public Safety and Security
	1000	Manufacturing
	1100	Marketing, Sales & Service
	1200	Science, Technology, Engineering & Mathematics
	1300	Distribution & Logistics
	1400	Education & Training
	1500	Government and Public Administration
	1600	Finance

What Career Interest Area (s) does this shadow experience include?

Selection	Code	Area
	R	Realistic
	I	Investigative
	A	Artistic
	S	Social
	E	Enterprising
	C	Conventional

(continued on next page)

## **【Job Shadowing: Required Paperwork】**

### **Student Evaluation/Questionnaire**

Oswayo Valley High School ❖ 318 S. Oswayo St. ❖ Shinglehouse, PA 16748

1. Describe the type of work observed:
2. Identify the parts of the job that were:

POSITIVE:

NEGATIVE:

3. What classes have you taken in school that would prepare you for this job?
4. What additional training/education would you need to be hired in this job?
5. Did the job shadowing experience influence your career choice/goals? How so?
6. What comments/suggestions do you have for the job shadow experience?

## **【Job Shadowing: Required Paperwork】**

### **Workplace Mentor's Evaluation**

Oswayo Valley High School ❖ 318 S. Oswayo St. ❖ Shinglehouse, PA 16748

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

Date of Job Shadow: \_\_\_\_\_

Job Site: \_\_\_\_\_

1. The student was on time YES NO

2. The student was dressed appropriate for the job YES NO

3. General comments about the student's overall behavior:

4. General comments or recommendations about the Job Shadowing program:

5. Would you be willing to have another student job shadow? YES NO

Workplace mentor's signature \_\_\_\_\_

Telephone number \_\_\_\_\_

Date \_\_\_\_\_

\*Please return this form via one of these methods: with the student, via email to [cwalker@oswayo.com](mailto:cwalker@oswayo.com),  
or

via postal service, attention Christina Walker



# **[Job Shadowing: Required Paperwork]**

## **Workplace Information/Permission Form**

Oswayo Valley High School ❖ 318 S. Oswayo St. ❖ Shinglehouse, PA 16748

I give my permission for my son/daughter \_\_\_\_\_ to

**Student's Name**

participate in a Job Shadowing experience. I understand he/she will be going to

\_\_\_\_\_ on \_\_\_\_\_  
**Workplace** **Date**

from \_\_\_\_\_ to \_\_\_\_\_ to job shadow \_\_\_\_\_ .  
**Time** **Time** **Workplace Mentor's Name**

I understand he/she is responsible for transportation to and from the site and this is an approved absence from school.

\_\_\_\_\_  
**Parent/Guardian Signature** **Date**

\_\_\_\_\_  
**Monica Williams, School Counselor or**  
**Christina Walker, Guidance Secretary** **Date**

By signing below, I agree to follow the instructions described within this guide.

\_\_\_\_\_  
**Student Signature** **Date**

Mailing Address for workplace: \_\_\_\_\_

\_\_\_\_\_