

Shamokin Area Middle/High School

Job Shadowing

Application Packet & Guidelines

Job Shadowing gives students an opportunity to visit the workplace and see first-hand skills and training necessary for various types of careers. Students will shadow an individual employed in a career area of interest to them. This should be related to their Holland Personality Types and their preferred Career Cluster.

GUIDELINES:

1. Job Shadowing will be a graduation requirement for all students beginning in the 2018-2019 school year.
2. Families (with the student involved) will be responsible for making the necessary arrangements to set up their student's Job shadow experience. If you are having difficulty finding a suitable placement for your child, please contact Mrs. McCabe or Mr. Weller.
3. Transportation to and from the job site is the students' and parents' responsibility. Students should report directly to their job site the day of the event. An appropriate signature is necessary to prove attendance.
4. Students must submit a completed application and permission slip to the Guidance Office prior to job shadowing.
5. A counselor or a principal must approve all placements before the student attends that place of work.

6. Students should stay at the work site for the entire day (5 hours) to get the full experience of the occupation.
7. Students who are ill on the day they are scheduled to complete their job shadowing are expected to call the job site and cancel with them.
8. Students will obtain the signature of their career sponsor at the bottom of the "On-The-Job Questionnaire" verifying the student's participation in the program.
9. All students must complete the "On-The-Job Questionnaire" and return it to the Guidance Department. Failure to verify participation by completing and returning this form will result in an illegal absence from school. Students will get one excused absence per year for job shadowing.
10. Feel free to contact a School Counselor if you have any questions about the process. Mrs. McCabe may be contacted at (570) 648-5731 ext. 3507 or dmccabe@indians.k12.pa.us or Mr. Weller can be contacted at (570) 648-5731 ex 3509 or mweller@indians.k12.pa.us.

Job Shadowing Guidelines

Making the Call!

After you have selected a potential job-site for shadowing you need to call the business or person that you would like to shadow. This activity is similar to what people must do when they are inquiring about a job. Making this call gives you a chance to “Put Your Best Foot Forward” and mirrors the calls you will need to make in the future when you are looking for a part-time or full-time job. It is important that when you make the call, that you give the potential job shadow individual necessary information for them to make a decision AND you secure any information that you might need from them if they agree to the shadow. Below is a possible script you might use when you make your call. I have made some notes in small print that you should consider when you are making your call.

**Hello, My Name is_____ . I am a student at Shamokin Area School District.
Who would be a good person for me to talk with about doing a job shadow?**

If they tell you someone else who might not be available at this time, be prepared to write down that person’s name and phone number and when it might be a good time to call them back.

I am interested in job-shadowing at your work site on_____

(If there is more than one type of job you will need to be specific and tell them which job you want to shadow.)

I will need to be at the job site for at least 5 hours. While I am there, I will need to observe the work that you do, and I will also need to interview you about your job. I have chosen this job-shadow because it falls in a career cluster in which I am interested. I hope this will give me a chance to learn more about this career. Would it be possible for me to job shadow with you on that day?

If the employer says yes, you will need to give them some additional information and ask them a few questions.

Thank you so much for permitting me to job shadow with you. I have some additional information for you and need to ask you just a few questions before I go.

- 1. What time should I arrive? _____**
- 2. What should I wear on that day? _____**
- 3. Should I pack/ or bring lunch money for lunch on that day? _____**
- 4. Is there any other information that I should have before I come to job shadow?**

If you have any other questions about my job-shadow, you can contact Mrs. McCabe or Mr. Weller at 570-648-5731.

Job Shadow Experience Application & Permission

The application must be submitted to the Guidance Department for prior approval

Student's Name _____ Homeroom _____

Career Title _____

Sponsor Adult's Name _____

Company/Organization _____

Work Address _____

Work e-mail Address _____

Work Phone # of the Company/Organization _____

Date of the Job Shadow Experience _____

I understand that job shadowing is a graduation requirement of the Shamokin Area School District. I will arrange for a job shadowing experience and provide the necessary transportation for my son/daughter to participate, in doing so I take responsibility for my child's safety and welfare on this day.

I understand that school personnel may not have visited the business site, may not have met the hosts, will not be present when the student is at the site, and will not supervise the visits. Please talk to your child about safety.

I also understand that my student is to complete and return the "On-The Job-Questionnaire" within a week of job shadowing or the absence becomes unexcused.

Signature of parent or guardian

Date

ON-THE-JOB QUESTIONNAIRE

Student's Name _____

Company Name _____ Job Title _____

Please use complete sentences when writing responses!

1. What does the person do in this job? (Summary of work activities)

2. What education, training, or qualifications are necessary to prepare for this job? Where did you get that training?

3. How do computers/technology play a role in this job?

4. How do subjects such as English/Language Arts, Science, Math, and Social Studies relate to this job?

5. What happens to an employee who is chronically absent or frequently tardy to work?

To be completed by the career sponsor during the job shadow experience:

Hours: Starting Time/Ending Time = _____ / _____

Sponsor's Signature _____