



Wake Young Women's Leadership Academy

STUDENT JOB SHADOWING PACKET



What's so great about job shadowing?

Job shadowing immerses each student in the world of work where they can get first-hand information about job skills and careers. Job shadowing can provide experiences that are as unique as the students who participate. By bringing students into the workplace to see a professional at work, very real and tangible options come alive for them. Job shadowing provides exciting reasons why students should apply themselves in school. It creates a critical link between education and success. Classroom exercises conducted prior to and following the job shadow experience are designed to help students connect their experience to their course work and relate the visits directly to career pathways, related skill requirements, and postsecondary educational options.

When is job shadowing most successful?

To maximize success, job shadowing activities are integrated into English I Honors. The standards, preparation, and follow-up is part of the curriculum. Students have completed career assessments and research careers to help them narrow down career areas of interest.

How to find job shadow hosts for all students?

Through the networking efforts of the Career Development Coordinator and the Wake Leadership Academies Business Alliance local business and organizations have offered to host a student(s) to job shadow. Students have been paired with job shadow host based on their career interest inventory and career research they completed earlier this year. Each job shadow experience is as unique as each of our students. Your daughter is the workforce of the future. It is always a WIN-WIN experience when adults share their life experiences with young people.

Why should students participate in job shadowing?

Job shadowing:

- Helps students "test drive" a career.
- Provides an environment in which they can network with professionals.
- Demonstrates the connections between academics and careers and helps students learn by making their class work more relevant.
- Identifies the skills, qualities, training, and education needed to succeed on the job.
- Builds community partnerships between schools and businesses that enhance the educational experience of all students.
- Introduces students to the requirements of professions and industries to help them prepare to join the workforce of the 21st century.
- Encourages an ongoing relationship between young people and caring adults.

Preparing students, parents and business volunteers for a successful job shadowing experience:

Before job shadowing:

- Send job shadowing information home to parents so they understand the activity and expectations. Information regarding transportation, arrival and departure times, contact information, etc. is included.
- Parents sign consent form and return signed form to Mrs. Cadavid.
- Students read and sign Student Contract and Code of Conduct. Return signed form to Mrs. Cadavid
- Meet with students to complete career assessments and help students identify career interest.

- Recruit and secure job shadow host from the community.
- Provide the worksite host with job shadow tips.
- Use students' job shadow survey to match students to worksite host.
- Have students research the organization they are shadowing and prepare questions to ask their job shadow host. (*Sample questions attached.*)
- Coach students on appropriate dress, conduct, time management, and business etiquette.
- Confirm all required forms are filled out and signed. Confirm transportation.
- Contact job shadow host to confirm date, location and arrival time. This is an excellent activity for students to complete. This has proven to be an essential part of the process, insuring good communication and a successful experience for both student and employer.
- Notify teachers that students will be gone for the day per school procedures.
- Submit appropriate paperwork for liability coverage to Central Services.
- Contact WYWLA front office and Mrs. Cadavid for last minute problems/emergencies. School main office number 919-508-9090; Mrs. Cadavid office 919-508-9094; Mrs. Cadavid cell phone 919-302-2341.

During job shadowing:

- Students arrive on time, appropriately dress and ready to learn.
- Business volunteer confirm with school personnel of students' arrival either via email or by phone. School office number 919-508-9090; email dcadavid@wcpss.net
- While shadowing, students should actively observe and note as much as possible about the environment and interactions with co-workers and customers.
- Students should ask the professional for their business card for future follow-up.
- Students should expect to be asked about your interests, goals and academic experiences.
- Worksite host should try to expose students to as much as possible. Some ideas are to give a tour and provide an orientation of the organization; allow students to complete small hands-on tasks; show off computer programs, explain how your work relates to classes they might be taking in school; share examples of your daily routine that incorporates skills they are learning.

After job shadowing:

- Students reflect on experience.
- Students send a thank you note to job shadow host. (*Sample attached.*)
- Students will receive a minor assessment grade in English I upon completion of job shadowing requirements.

Student Contract and Code of Conduct

I _____, understand the importance of job shadowing to my education at Wake Young Women's Leadership Academy. I know that it is a privilege to participate and that people outside of school are giving up valuable time to help me learn about careers. By signing this contract, I agree to fulfill all the requirements of the Job Shadow program as outlined in the student checklist and this contract.

I understand that under no circumstances am I to simply "not show up". In the event of a serious illness, I will call the business volunteer/host organization as well as Wake Young Women's Leadership Academy.

I understand that I am responsible for making up work in classes that I miss.

I agree to arriving on time to my job shadow placement and contact the school to confirm that I arrived on time. I agree to conduct myself appropriately and to act professional at all times during my job shadow experience; including time spent being transported to and from the job shadow host. During the Job Shadow experience, I will follow all school rules and understand that any violations will result in appropriate disciplinary actions.

I understand that I am representing Wake Young Women's Leadership Academy and that my conduct during my Job Shadow experience affects my classmates and others in the school district. If I make a good impression, everyone benefits. If I make a bad impression, it will be the impression of our school to the community.

Student Name

Student Signature

Date

PARENT/GUARDIAN JOB SHADOW PERMISSION FORM

Purpose: This form notifies the parent/guardian of their student's participation in the Job Shadow program. Students will be registered through the Wake County Public School System work-based learning insurance coverage to address any medical or emergency condition that may occur during the time of the job shadow experience. Additionally, this authorizes medical attention in the event of an emergency. This form must be completed before the student visits the job site.

I, _____, give permission for
(Parent or Guardian)

_____ to participate in job shadowing, a
(Student Name)

work-based learning experience.

Transportation: I understand that transportation is the sole responsibility of the parent or legal guardian. The school is not directly supervising, controlling, or providing the students' transportation. Parent/Guardian Initials____

Supervision: School personnel have not visited all business sites and will not be present to supervise when the student is at the site. Parent/Guardian Initials____

Insurance/Liability: Wake County Public School System work-based learning insurance policies will address any medical or emergency situation in accordance with the coverage provided within that policy. Parent/Guardian Initials____

Student Name:

Parent or Guardian Name:

Parent or Guardian Contact Number:

Parent or Guardian Email:

Emergency Contact:

Emergency Contact Number:

(Parent's or Guardian's Signature)

Date

Day of Job Shadow – Student Instructions

- ❑ Show up on time – arrive 10-15 minutes early. If you are sick or an emergency arises, call your job shadow host immediately to inform them that you will be late or unable to attend. Contact Wake Young Women’s Leadership Academy after calling your shadow host.
- ❑ When you arrive, introduce yourself and ask for the person you will be shadowing. While you are introducing yourself to your host, shake their hand.
- ❑ Contact WYWLA to confirm you arrived at your job shadow placement. Main office number is 919-508-9090 or have business volunteer email Mrs. Cadavid at dcadavid@wcpss.net
- ❑ Dress appropriately, be polite, and try to make a good impression for yourself and the school.
- ❑ Start to develop you professional network. Ask for their business card to follow up with them after the job shadow experience.
- ❑ Listen carefully and observe. Ask as many questions as possible (see sample questions). Bring a notebook or paper and pen with you to take notes while observing.
- ❑ While shadowing, actively observe and note as much as possible about the environment and interactions with co-workers and customers.
- ❑ Demonstrate good manners and language. Do not chew gum; do not bring electronic devices with you to the job shadow experience. Do not use your phone while job shadowing. Be friendly and bring your smile and an enthusiasm for learning.
- ❑ Inform business sponsor host that an electronic survey will be sent out from the school for their feedback on the job shadow program.
- ❑ Say thank you.

After Job Shadow – Student Instructions

- ❑ Complete student reflection.
- ❑ Write and send thank you letter to business sponsor host.
- ❑ Submit student reflection and copy of thank you letter to Mrs. Cadavid
- ❑ Students will receive a minor assessment grade in English I Honors upon completion.

Sample Job Shadow Interview Questions

1. What is your occupation and job title?
2. What are your job duties and day-to-day activities?
3. What do you like best about your job?
4. What don't you like about your job?
5. How did you become interested in this type of work?
6. Why did you choose this career?
7. What kind of personal satisfaction do you get from your job?
8. What special training do you need for your job?
9. What kind of technical knowledge is required for this job?
10. How are technology demands increasing or changing?
11. What kind of experience was required for this job?
12. What personality traits are important for this job?
13. What are the normal work hours?
14. Are certain times of the month or year busier than others times?
15. Is there opportunity to work overtime?
16. How are you compensated for overtime work?
17. Are there special perks that come with this job?
18. What are the salary ranges for different levels in this field?
19. Do you have to depend on others in order to accomplish your job?
20. Do you take work home?
21. What is the level of job security in this occupation? Why?
22. What are the opportunities for advancement in this occupation?
23. What on-going education is required for this occupation?
24. To be hired for this occupation what is the best education/training?
25. Is it difficult to get admitted to an education/training program for this occupation?
26. How difficult is it to find employment when you have completed the basic education and training?
27. What is the long-term future of this occupation in terms of job availability?
28. What are the job opportunities for this area of work?
29. Does this business/organization do drug testing?
30. What part-time jobs, high school classes or extracurricular activities would best prepare you for this occupation or the education/training required for this occupation?
31. How do you use math, reading, writing, business, technology, science, and foreign language skills in their daily work?
32. What advice would you give a student interested in this career?

6. What surprised you the most about what you learned, heard, or observed today?

7. Which knowledge and skills are you learning in school that could be used on the job?

8. Which knowledge and skills do you need to strengthen for success on the job?

9. Did any other ideas for careers come to mind today?

10. How will this affect your plans for the future?

11. What was the most important thing you learned from this experience?

Other thoughts or comments:

SAMPLE THANK YOU LETTER

[Date]

[Name]

[Title]

[Organization]

[Address]

[City,] [State] [Zip Code]

Dear [Name]:

Thank you for giving me the opportunity to job shadow you at [Name of Organization] on [date]. I realize that this took time away from your regular responsibilities, and I am most grateful for all the information you were able to provide regarding your job at [Name of Organization].

As I shared my experiences with my family and friends, I have become more interested in learning about the career area of [fill in blank]. My math, organizational skills and computer skills are right in line with the skills needed to succeed in the [fill in the blank] field. I plan to take more computer and business classes next semester as we had discussed.

Having the opportunity to job shadow you and explore this career field has really helped me plan for my future. I now will be able to set some educational goals and research colleges.

Thank you again for sharing your day with me and helping me explore this career field.

Sincerely,

[Your Name]

[Your Address]