

West Salem High School Job Shadowing Student Expectations

Job shadowing is one way that you can learn more about a career or group of careers in a business. It is short-term, usually no longer than a day, and allows you to experience exposure to different aspects of a business or industry, as well as a specific of job to be shadowed. You might be allowed to perform a few practice hands-on tasks, but, in most cases, this time should be used to observe and ask questions about how the different careers relate to your interests and goals.

Requirements for a job shadow experience may vary from school to school; however, in general you will need to:

- Complete all required school and/or worksite forms *prior to* the job shadow.
- Call the worksite the day before the scheduled visit to confirm job shadow contact person you will meet, meeting time, and location.
- Call the worksite and West Salem High School if you are unable to attend the job shadow.
 - *Make every effort to avoid this possibility. Job Shadows should only be cancelled in emergency situations.
- Dress accordingly to the requirements of the worksite.
- Arrive at the worksite at the agreed upon date/time.
- Follow all safety and worksite guidelines and policies.
- Follow all school rules on the worksite.
- Conduct yourself professionally at the worksite.
- Complete any job shadowing assignment.
- Complete all missed school assignments.

Planning for the Job Shadow

1. List your career interests.
2. Determine some potential companies you could shadow that employ your career of interest. Ask you parents, relatives, neighbors, counselors and teachers for possibilities.
3. Work with your school counselor to arrange the job shadowing experience according to your school's policy and requirements.
4. Set up a date, time, and contact person to meet with for the job shadow.

During the Job Shadow

1. The point of the job shadow is to learn as much as you can about a potential career. Make sure to be engaged and professional, not distracted, while observing tasks. Turn off cell phones and place out of sight during the job shadowing experience.
2. Thank the supervisor/mentor again for the experience when leaving. Shake hands professionally and make eye contact.

After the Job Shadow

1. Write a Thank You note to the supervisor/mentor. Include at least one or two specific things that were meaningful to you.
2. Complete and submit any school required job shadowing assignments
3. Document your experience in Career Cruising.
 - a. What did you like best about the job shadow?
 - b. What did you like least about the job shadow?
 - c. What surprised you the most about the job shadow?
 - d. What do you think was the most important thing you learned from the job shadow?
 - e. How has your career interest changed because of the job shadow?
 - f. Other thoughts?