



Fountain Hills High School
Job Shadowing Program

Program Checklist

Select a Business Professional

Select a business professional in your career area of interest. This may be done by using the Job Shadowing Business Resource List or by using referrals of family, friends, or teachers. The last resort should be using the yellow pages or other print sources. It is recommended that you NOT select family members or close friends. These people are already in your "network" and do not get you out of your comfort zone. Ask these people for referrals so that you can meet someone new.

Schedule an Appointment

Call the individual to schedule an appointment. If the business person is not part of the Job Shadowing Business Directory, FAX or send the person a copy of the "Dear Business Professional" letter. This will help explain what your purpose is and put them at ease. When calling, you can use the following script to start your conversation:

Sample Calling Script:

Hi, my name is _____(your name)_____ and I am a student at Fountain Hills High School. I am in the process of investigating possible future careers and I would like to find out about a career in _____(type of career or job)_____. [Your business was listed in our school's Job Shadowing Businesses Directory.] Could I make an appointment with you to ask you about your job and see what your work environment is like?

Call Log

Keep a log of when you call, leave a message, or email potential business professionals.

DATE	PERSON/BUSINESS	NOTES

Appointment Scheduled

DATE	
TIME	
LOCATION	
CONTACT PERSON	
PHONE/EMAIL	

Prepare for Your Visit

Location:

Find out where your business appointment is located and map out how you plan to get there, how much time is needed, etc.

Select Outfit:

Select a professional outfit to wear that is appropriate for the environment. If you aren't sure what is appropriate, discuss options with your teacher.

Prepare List of Questions:

Prepare a list of at least 10 questions that are relevant to your career area of interest. (You can use the Sample Question Resource Sheet and/or add your own questions).

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Print Resume & Reference Sheet:

Print out a copy of your updated resume and reference sheet to bring along just in case the topic of "available jobs" comes up. You never know when opportunities will present themselves!

Obtain Notebook & Pen:

Don't forget to bring a notebook and pen in order to record information. Use it to record answers to your questions.

Obtain Copy of "Business Partner Reflection" Form:

Obtain a copy of the "Business Partner Reflection" form from your teacher to bring along. Ahead of time, write in your name and the date of your job shadowing appointment on the appropriate lines. Give this form to your business host when you visit.

□ **Go on Your Job Shadow Visit**

Get there on time! Greet the person with a firm handshake. Thank them up front for taking the time to meet with you.

Informational Interview:

Either at the beginning or end of your visit, request a few minutes to sit down and interview your business person. This is the time to ask the questions you prepared.

(NOTE: Do NOT ask HOW MUCH MONEY they make – but you may ask about the “salary ranges” for people in this position or profession.)

Job Shadow:

With the same person, and at the same time as your informational interview, complete a job shadow. Ask for a tour of the facility. Take a look at the paperwork, equipment, or technology that they use on a regular basis. Meet other coworkers in the working environment. Try to get a feel for what it is really like to work there on a daily basis.

If there is time, get a brief overview of what different coworkers/positions contribute to the operation. Keep notes and record your observations.

Ask for a Business Card:

Ask your host for a copy of their business card. Save this card for information needed to write a thank you letter and for future reference about this career/job.

Give Host the “Business Partner Reflection” Form:

Ahead of time you should have written in your name and the date of your visit. Give this form to your host. Tell them they can fill it out at a later time. There are instructions on the form for them to fax the information back to the school. Their feedback is important as we expand and improve our Job Shadowing Program.

□ **Send a Thank You Note**

After your job shadowing experience, write a thank you letter or note to your job shadow host. This could be in the form of a business format letter or a written out thank you card. (You can use the Sample Thank You Letter for ideas on how to word an appropriate thank you letter or note).

NOTE: Only address the envelope with the name and address of your job shadow host. DO NOT write a return address or put a stamp on the envelope! Give the letter/note with the envelope to your teacher who is supervising your job shadowing experience.