

RIDGWAY AREA HIGH SCHOOL  
PO BOX 447, 1403 HILL ST  
RIDGWAY, PA 15853

# JOB SHADOW GUIDE

Start here...



...go anywhere

*“Where Students Will Discover Their Purpose for Today and Their Passion for Tomorrow”*

## JOB SHADOWING \*INTRODUCTION\*

The purpose of this Job Shadow Guide is to provide the student with the information, suggestions, and required forms to make the job shadowing experience most beneficial to the student and the workplace mentor. Ridgway High School students must perform two (2) job shadow experiences by the end of their junior year (11th grade).



Job shadowing is a school/community experience that allows students to observe people in the community as they perform their regular job duties. It is a school-sponsored career exploration activity. 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. 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.

### **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
- Relating educational experience to career choice

## JOB SHADOWING \*STUDENT'S RESPONSIBILITY\*

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. Through independent exploration, you must select a place of employment that interests you and arrange a job shadow experience.

**Note:** Students are not permitted to job shadow with family, relatives, or use school to work experiences as job shadow experiences. Students are not permitted to job shadow with faculty or staff members within the Ridgway Area School District.

### Prior to job shadowing, students need to...

- ◆ Arrange the dates and times for the visit (minimum of 3.5 hours)
- ◆ Complete the **permission form** (page 6)
- ◆ Check with teachers for missed assignments
- ◆ Review suggestions (page 3)

### **RHS GRADUATION REQUIREMENT**

TWO (2) Job Shadow Experiences

DUE: May 31st of Junior Year (11th Grade)

### 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 activities structured by your workplace mentor
- ◆ Interviewing/questioning employees and/or mentor
- ◆ Securing the **workplace mentor's evaluation form** (page 5)

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

- ◆ Complete the **evaluation form** and submit to the main office (page 4)
- ◆ Write a **Thank You** Letter to the workplace mentor. Thank you letters 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.

## 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
- ◆ The ability to work with people 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:

#### \*Job Qualifications

- ◆ What types of education and/or training are 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?

#### \*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?

#### \*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?

#### \*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**  
**\*STUDENT EVALUATION\***

**\*REQUIRED\***  
**Turn in AFTER**  
**Job Shadow Experience**

Student Name: \_\_\_\_\_ Date of Shadow: \_\_\_\_\_

Person(s) Shadowed: \_\_\_\_\_ Hours on Job Site: \_\_\_\_\_

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

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 you career choice/goals? How so?

6. What comments/suggestions do you have for the job shadow experience?

**JOB SHADOWING  
\*WORKPLACE/MENTOR  
EVALUATION\***

**\*REQUIRED\***  
**Turn in AFTER**  
**Job Shadow Experience**

Student Name: \_\_\_\_\_ Date of 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 RHS Job Shadowing Program:

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

6. Would you be willing to be a guest speaker for a classroom regarding your career/workplace?

Workplace mentors signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

**JOB SHADOWING  
\*PERMISSION FORM\***

**\*REQUIRED\***  
**Turn in to Attendance Office  
BEFORE  
Job Shadow Experience**

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

Student's Name

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

\_\_\_\_\_ to job shadow \_\_\_\_\_

Workplace

Workplace Mentor's Name

On \_\_\_\_/\_\_\_\_/\_\_\_\_ from Time \_\_\_\_\_ to Time \_\_\_\_\_

\*I understand he/she is responsible for transportation to and from the site and that this is an approved absence from the school for the period of travel and the job shadow period as indicated .

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

Guidance Counselor Signature \_\_\_\_\_

By Signing below, I agree to follow the instructions described within the Job Shadow Guide:

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