



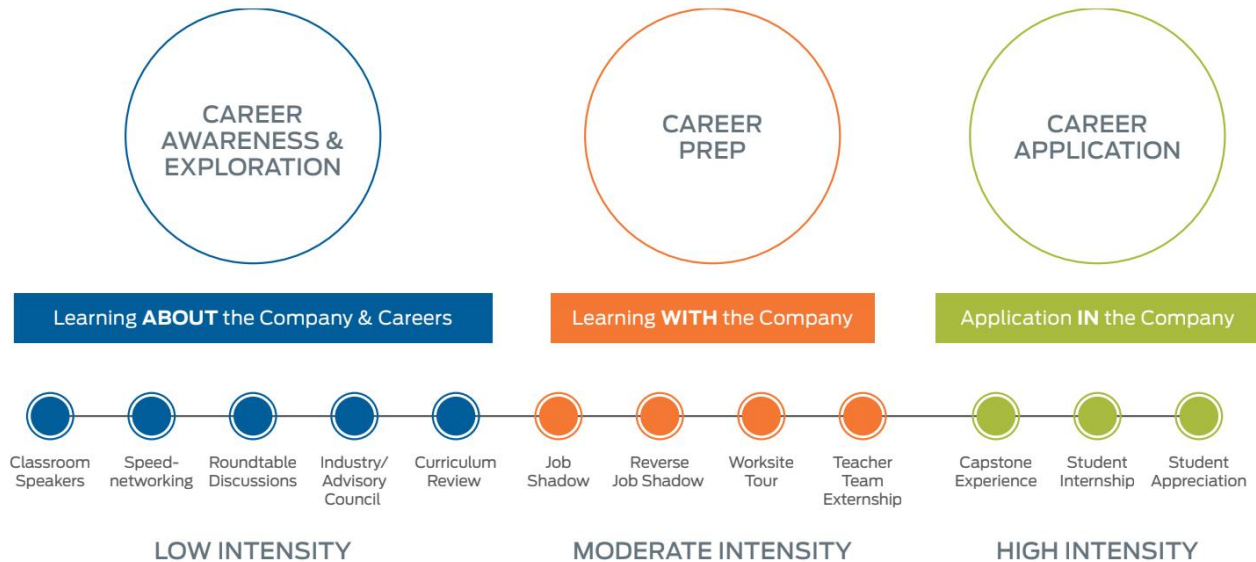
Job Shadowing Handbook

2024

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Work Based Learning



Sample Job Shadowing Communication to Business Partners

Dear Community Business Partner,

As a partner of Allen County-Scottsville High School, you know the continuous learning opportunities we provide our students. We are committed to giving students an edge in today's competitive global economy by connecting with industry businesses in the community. This year, we have planned "Job Shadowing" days for juniors and seniors at ACSHS who have met the goal of displaying appropriate employability skills, such as technology use, dependability, and communication.

These "Job Shadowing" days aim for students to see a real-world "day in the life" of professionals in their selected industry. These days, students shadow a professional or group of professionals and become familiar with the host business. Please see the [suggested outline of the job shadowing experience](#) for specific activities.

If you are able to host one or more students on any of the dates listed below (or a different date), please complete this form so that we may begin matching students to placements.

Below, please find logistical details that may answer additional questions you have before committing to the job shadowing experience. If your company chooses to host a student for a job shadowing experience, you will play an important role in developing our community's future workforce. We know that your companies and teams include people with various skills and focus areas, so please consider hosting students from across multiple pathways. For example, many medical facilities have an IT team, or an IT company might have an HR trainer/recruiter who could host an ACSHS student.

If you have additional questions before committing to hosting a student or would like more specific information, please contact Shane Humphrey at shane.humphrey@allen.kyschools.us or (270)622-4119.

- Dates
 - October 14, 2024-December 20, 2024
 - January 14, 2025-April 5, 2025
 - **Please note: We will not have continued placement beyond these dates. If the dates listed do not work for you, please let us know what does work!**
- Time
 - Timing will occur between 8:30 am-3:30 pm, depending on the student's transportation needs. We will communicate and plan this as placements are finalized.
- Activities
 - Students can rotate among different roles or positions in your business or be placed with one person throughout the day.
 - While this should be an interesting day for them, with some "fun" activities sprinkled in, it is absolutely fine for them to also see the realities of work life.
 - After you commit to hosting a student, we can work together to plan what the day will look like. For additional ideas, please refer to the [suggested outline of the job shadowing experience](#).
- Lunch
 - All students will assume they need to pack a lunch unless it is communicated in planning that lunch will be provided.
- Travel
 - Please let us know if a student will be leaving your business for any reason (meeting, lunch, secondary location, etc.). We will need to include this in the permission slip and communication to parents.



Student
Job Shadowing Handbook



Student Job Shadowing Agreement

Student Name: _____ Principal: _____

Before the Job Shadow

1. Obtain permission and assignments from teachers for all classes that will be missed.
2. Complete the company research assignment in Google Classroom. What is the company's mission? What work is conducted there?
3. Create a list of questions you will ask on your job shadow.
4. Dress for success in academy business attire. Sneakers, t-shirts, and jeans are not appropriate.

During the Job Shadow

5. Arrive 15 minutes early at the designated meeting place. If you are unavoidably delayed, please call the company and the school and explain your situation.
6. Adhere to the Standards of Conduct (see next page). Act maturely and professionally throughout the job shadow.
7. Ask questions. Take advantage of the time you have to spend with industry professionals.
8. Ask for a business card from your host and other employees you'd like to thank.

After the Job Shadow

9. Write a thank you note to your job shadow host. Use proper grammar and spelling. Turn this into your Advisory teacher, and Mrs. Stamps will send them to the business partner.
10. Complete a job shadow evaluation and participate in the job shadow reflection assignment on Google Classroom.
11. Complete all assignments from the missed classes.

I understand and agree to the requirements as outlined above.

Student Name (print)

Student Signature

Date

Job Shadow Student Standards of Conduct:

- I will be punctual and conscientious in the fulfillment of my commitments and duties.
- I will accept supervision graciously.
- I will conduct myself in a dignified, courteous, and considerate manner.

- I will take any problems, criticisms, or suggestions to my job shadow host.
- I will follow all company policies and procedures (dress code, safety, training, etc.).
- I will not chew gum or eat food while on the job shadow.
- I will not bring friends with me to the worksite.
- I will not solicit the organization or employees for donations, fundraisers, etc.
- I will notify my host/supervisor if I am not able to report for the job shadow.
- I will refrain from loud talking and inappropriate laughing.
- I will not use company phones for personal calls.
- I will not use my cell phone for any reason while on the job shadow, including texting or taking photographs, unless asked to do so.
- I will not access the Internet, use personal email, or play games while on the job.
- I further understand that all business information is confidential, and any distribution of photos or this information could lead to legal prosecution.

Student Name (print)	Student Signature	Date
Academy Principal or Coach (print)	Academy Principal or Coach Signature	Date



Job Shadowing Parent Consent Form

Dear Parents/Guardians of ACS students:

As an ACS student, your son/daughter has the opportunity to participate in a job shadow experience that will introduce them to the environment, expectations, and requirements of the workplace, professions, and industries.

Job shadowing allows students to take an up-close look at what a “real job” is like and how the skills they learn in school are put into action in the workplace.

A typical job shadow is four to six hours, during which a student spends time at the worksite observing daily activities and asking questions about the job and industry. Students complete written assignments before, during, and after the job shadow to help them connect their job shadow experience to their coursework, career pathways, related skill requirements, and postsecondary educational options.

Please sign the form below that is required for your child to participate in this opportunity.

In order for your child to participate, we must receive this consent form ***no later than two weeks before the assigned job shadow.***

If you have any questions about this opportunity, please contact Shane Humphrey at shane.humphrey@allen.kyschools.us

I, _____(parent), agree to allow my child, _____
(first and last name) to participate in a job shadow.

[Insert assignment and transportation details here]

____ I will ensure my child completes all documents and assignments related to the job shadow experience outlined in the Student Job Shadow Agreement form.

____ I have read and understood this release and signed it voluntarily and with full knowledge of its significance. This release applies to the job shadow experience described above.

Parent or Guardian

Date

Student’s full name (please print)



Allen County-Scottsville High School Business Research Assignment

Complete the following research assignment to prepare for your upcoming job shadow. This research will be the basis for in-class discussions and presentations prior to your job shadow.

Student name:
Business where you will have your job shadow:
Business web address:
Business physical address:
Business mission statement:
What is the primary industry that the business is in (What do they do, make, or sell)?
What department (if any) will you be shadowing in for the experience?
What have you learned about that department (or if no specific department, what have you learned about the business overall)?
Who do you think is your job shadow business' competition? 1. 2. 3.
After researching your business, what questions will you ask your job shadow host? 1. 2. 3. 4. 5.
Based on your research, what do you think you will like most about your job shadow experience?
Based on your research, what is your biggest concern about your job shadow experience?
If you could leave the job shadow having learned one thing, what would that be?
Anything else you learned while doing your research that you'd like to share?
Look up and print the directions for how to get to the job shadow (from school, from your home, walking, driving, etc.). How long will you get to the job shadow check-in location?



Student Job Shadowing Reflection

Now that you have completed your job shadow take some time to reflect on what you experienced and how the shadow might affect your college and career plans in the future. This worksheet will be used in class.

Student name:	Grade level:
Business/Organization of job shadow:	Date of job shadow:

What aspects of the job shadow were interesting? Which were not? Why?

What did you like about the workplace? What would you change?

Would you consider a career in this field? Why or why not?

What was the most memorable aspect of your job shadow experience? Why?

What did you learn about the company and its employees? Please explain.

How did the people at the worksite treat one another? Please explain

Describe ways that technology is used at the worksite.

If you wanted to work in the department/worksite that you visited for the job shadow, what might you do to prepare in the next five years, both in high school and afterward?

What knowledge and skills are you learning in school that will be used on the job? Please explain.

What knowledge or skills do you need to strengthen to be successful on the job? Please explain.

What career options are available in the field related to the worksite that you visited? Please explain.



Student Job Shadowing Evaluation



Student Job Shadowing Thank You Note Template

Dear [name of person shadowed],

Sentence 1: Thank you for the job shadow experience.

Sentences 2-3: Describe your experience, citing examples of what you saw and what you learned. How did the day impact you? How will this experience help you in school and in the future?

Sentence 4-5: Thank them again for taking the time out of their schedule to let you shadow your job shadow. Thank them if they provided you with lunch.

Sincerely,

[Insert your name]



Student Job Shadowing Information and Reminders

Reporting Information

- Business Name:
- Address:
- The person you are meeting:
- Reporting location/office:
- Contact information:

ACSHS Contact Information (only use this if there is an issue or you are unavoidably delayed)

- (270)622-4119- Front Desk
- (270)622-4119 ext. 2402-Mrs. Emily Towe

Important reminders for the day:

- Dress for success or as indicated on your assignment sheet.
- Bring a pen and notebook to record your thoughts and questions for the day. This will help with your reflection assignment.
- Arrive 15 minutes early and wait patiently if they are not ready to greet you.
- No cell phone use during the job shadowing experience unless instructed to do so.
- Ask for a business card of anyone that you would like to thank afterward.
- Be sure to verbally thank your host/hostess at the end of the day.



Business Partner Job Shadowing Handbook



Job Shadowing Experience Outline

The following outline of activities is suggested to help create a successful experience for the student(s) and host(s).

Introductory Orientation Session

- Introduction of leadership, team, or staff
- Mission of workplace
- Why I'm glad that you have joined us today
- Organizational video, if available

Tour of the worksite

- Department functions and descriptions
- Exposure to different departments
- Observe workplace and facility operations
- Overview of company culture

Interactive Activities during the Job Shadow can include:

- Observe daily activities of various roles
- Observe staff meetings
- Assist in daily routine
- Assist with hands-on tasks (supervised)
- Communication skills
- Show how technology is used in the company
- Conversations with employees about professional background/journey
- Encourage questions

Human Resource Director Introduction:

- Role of the director
- What you look for in an employee (skills, education, etc.)
- Possible mock interview

Closing session:

- Question/Answer session
- Reflection

Additional Tips for the Job Shadow Host

- Be yourself.
- Communicate, communicate, and communicate.
- Don't assume the student knows jargon or acronyms.
- If anything comes up that interferes with the job shadow, let the school contact know ASAP!

- Find out some information about your student that will help you provide the best experience (age, grade level, industry interest, hs experience, etc.).
- Describe your “typical” day and be prepared to field questions regarding salaries, promotions, educational requirements, etc.
- Talk about your career path and why you chose to pursue it.
- Take the job shadow to a meeting if possible.
- Let the student listen in on an interview, intake, incoming call, etc.

Suggested guiding questions to be used throughout the day for discussions with students:

- Make a personal connection
 - Do students have anyone in their family that works in the field or for the organization?
 - A business partner can tell their story of how they grew up, any hardships they experienced, or what brought them to the industry.
 - Try to find some common ground.
- Make an industry and educational connection.
 - What education or certificates did you have to acquire for this job?
 - How did you discover this job or industry? Did you do an internship?
 - What is the salary range for this position (and others in the industry)?
 - What are the entry-level positions, and how do you advance?
 - Are you passionate about your job? Why? What joy or fulfillment do you get from your career?
 - What skills are needed for this job?
 - What are your job responsibilities? Walk them through a typical day or week.
 - How does this job impact society? Other areas of the industry?
- Universal soft skills
 - What soft skills (employability skills) are important and why? Call them out and discuss them (communication, collaboration, critical thinking, creativity, being on time, etc.)
 - Why is safety important in your industry?
 - What are some of the company values in your organization?
 - What does it mean to be customer-focused?
- Let’s be real and discuss some things we must do as employees to succeed.
 - Social media and email etiquette
 - Ethics
 - Dress for work
 - Conflict management and working with people you may not like
 - How to accept criticism/feedback and how to communicate with supervisors with respect

Students are able to make connections and have a better understanding of the industry when they are able to see authentic examples of industry-specific artifacts. Below are examples that could be shared with students, but not limited to this list.

- All industries:
 - Job descriptions
 - Marketing and/or communication plans or examples: flyers, brochures, presentations, etc.
 - Employee performance plans
 - Specifications: Drawings/estimates/budgets
 - Financials: Quotes/proposals/budgets
 - Annual report
 - Employee handbook
- Hospitality/Tourism:
 - Marketing plans
 - Resources from the Communications Department
 - Branding presentations
 - Collateral on city marketing
 - Blueprints/floor plans
 - Culinary demonstration stations
 - Government or industry requirements

- Healthcare:
 - Patient charts and case files (names removed)
 - X-rays
 - Organs
 - Diagnostic equipment
 - SIM mannequin
 - Insurance or medical records (names removed)
 - Employees from different areas of healthcare with related artifacts
 - Government or industry requirements
- Engineering/STEM:
 - Specifications: Drawings/estimates/budgets
 - Equipment and hand tools
 - Simulators
 - Job site proposals
 - Government or industry requirements
- Arts & Communications:
 - Videos, graphics, b-roll, etc.
 - Presentations to clients
 - Communication tools used in other cultures
 - Real work products
 - Clips of marketing/communication plans
 - Design plans, renderings, artwork, current projects
 - Schedule flow
 - Photos of jobs
 - Government or industry requirements
- Business, Marketing, IT:
 - Sample work product
 - Employee handbook
 - Organization chart
 - Agendas
 - Access development boards online
 - URL to access programs
 - Type of jobs in company/industry one-pager
 - Government or industry requirements



**Business Partner
Work-Based Learning Evaluation**