



Project: M.E. Job Shadow Guidelines & Check List

Student Name: _____ Advisor Name: _____

Step One: Research

- _____ Complete the ASVAB Interest Inventory or WOIS alternative and save a copy of your results in your Project M.E. portfolio.
- _____ Discuss with your advisor your job shadow proposal.

Step Two: Prepare for the Job Shadow Visit

- _____ Contact prospective job shadow host/mentor. Explain that you are a senior at Montesano High School and that you would like to job shadow him or her (or an employee) for your senior project. If this is doable, make a date for your eight hour job shadow. Confirm the date, time, location, proper attire and meal plans before ending the conversation. If the individual or organization is unable to accommodate you, ask for other leads.
- _____ Complete the following forms and return to your Advisory Teacher or Project M.E. Coordinator **before your job shadow.**
 - _____ Job Shadow Registration Form
 - _____ Parent Permission Form

Take Parent Permission Form, Interview Worksheet, and Observation Worksheet to the job shadow to record your experience and to acquire a signature from your host/mentor.

Step Three: Completing the Job Shadow Experience

- _____ Write, make a copy and mail a thank you letter to your job shadow host/mentor. Add the copy to this packet.
- _____ Complete Observation Worksheet describing the skills you observed in this career.
- _____ Complete the Job Shadow Reflection Form. This is the document your host/mentor needs to sign.
- _____ Turn in final forms to your Advisory Teacher or Project M.E. Coordinator for final sign-off.

Your job shadow experience must be complete to participate in the required Senior Boards.

Job Shadow Registration Form

Complete all information and turn in to your Advisory teacher or Project: M.E. Coordinator before going to your job shadow site. Please attach the parent permission form completed and signed by your parent or guardian.

Name: _____ Advisor: _____

Career Pathway: _____

Job Shadow Site: _____

Contact: _____ Title: _____

Business/Organization: _____

Address: _____

Phone: _____ Email: _____

Directions to Site: _____

Schedules date of job shadow: _____

Start time: _____ End time: _____

Meal plans: _____

Transportation Arrangements: _____

Special Instructions (dress code, safety gear, etc.): _____

Required documentation!
Upon completion, place in your Project: M.E. Portfolio

Questions to ask during a job shadow

Interview your job shadow host using the questions below. Write your host's responses in the space provided. You may include questions based on your research, either confirming information gathered or enhancing information. Stay away from personal issues, including salary.

1. How would you describe a typical day at your job?

2. What do you like most about your work?

3. If you could change something about your work, what would it be?

4. In what ways are the following work habits important for this job?

* Following directions: _____

* Be accurate: _____

* Participating as a team member: _____

* Working independently: _____

Recommended documentation!

Upon completion, place in your Project: M.E. Portfolio

5. How would you describe the people who work here in terms of their age, gender, and racial/ethnic backgrounds?

6. How has technology affected this job?

7. How do you think this job will change in the next five years? The next ten years?

8. What skills and training do you need for this job?

9. What advice would you give to a high school student interested in this profession?

10. What are your job responsibilities?

Additional Information or Comments:

Recommended documentation!
Upon completion, place in your Project: M.E. Portfolio

Observation Worksheet

Check the skills observed during your job shadow and describe the tasks or duties your job shadow host was completing as part of his or her work. Identify a minimum of seven (7) skills.

Example:

Organizing – Construction foreman coordinates delivery of concrete and other supplies.

Organizing _____

Planning _____

Making decisions _____

Thinking creatively _____

Analyzing problems _____

Reading _____

Writing _____

Math _____

Science _____

Art _____

Technology _____

Speaking _____

Listening _____

Cooperating with others _____

Customer Service _____

Additional Observations: _____

Required documentation!

Upon completion, place in your Project: M.E. Portfolio

Job Shadow Reflection Form

Student Name: _____ Date: _____

Name of Mentor/Person Job Shadowed: _____ Title: _____

Mentor's Signature: _____

Business Name: _____ Phone: _____

Student Reflection Task

Create and attach to this packet a document sharing your thoughts about;

1. Three things you learned from the job shadow experience. Provide examples for each.
2. Decide whether you agree or disagree with the following statement: "Certain elements of the job shadow experience surprised me." In this paragraph, support your position with at least two examples.
3. Finally, explain why you would or would not like this job. Provide at least two examples to support your conclusion.

***Write a thank you letter or email to your mentor, print a copy and attach it to this packet. An example of a thank you letter is provided.

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Required documentation!
Upon completion, place in your Project: M.E. Portfolio

Sample Thank You Letter

Student Name
Street Address
City, State, Zip
Phone

September 18, 2006

Mr. Jerry Lewis
Omega Engineering
110 S. 135th Street
Tacoma, WA 98444

Dear Mr. Lewis:

Introduction Paragraph: Thank your host for the opportunity to do the job shadow.

Thank you for allowing me to job shadow you last Thursday. I truly enjoyed myself and learned a lot about being a civil engineer. Everyone in your office, and in the field, was very helpful and friendly.

Body Paragraph: Describe some of the things you learned as a result of the job shadow and the effect it has had on your future goals and/or career and educational plans.

I learned so much about the field of engineering, I never knew there were so many kinds of engineers: civil, architectural, structural, electrical, mechanical! I especially enjoyed designing trusses using the computer. I never would have known house trusses could be so fun! This experience has opened up a lot of options for me to consider as I plan my future.

Conclusion Paragraph: Add any additional comments you have and thank them again for the opportunity.

As we discussed, I would be very interested in working with your company on any special projects, as an intern or part-time employment in the summer. Thank you for spending time with me and helping me learn more about my options.

Sincerely,

Sign name here!

Type your first and last name here.

Required documentation!

Upon completion, place in your Project: M.E. Portfolio