

TRUMBULL CAREER AND TECHNICAL CENTER

Junior JOB SHADOW

STAFF INFORMATION PACKET

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JOB SHADOWING FACT SHEET

- If a student cannot make arrangements for their assigned day, **a student may use a non-scheduled school day to do a Job Shadowing Experience** and get credit for it. **This can only be done with the consent of his/her instructor and the approval of the immediate supervisor.**
- **All** students will be responsible for arranging for and providing their own transportation.
- The Job Shadowing Experience:
 - Must be related to the student's career & technical program
 - Must be done between the hours of 8:00 a.m. – 2:00 p.m.
 - Recommended length for Job Shadowing Experience is 2 – 4 hours.
- Only one to three students are permitted to visit a job site.
- Career & Technical Program Instructors will complete the top part of the **“Employer Evaluation”** prior to the day's activities.
- We are asking that career & technical instructors and academic instructors assist their students in making contacts.
- Program aides, VOSE Coordinators, and any other staff will provide help for students having trouble making phone contacts.
- Validation for the student's attendance at the Job Shadow Site: The employer verification letter that the student gives to the employer with instructions to mail it back to the school validates their attendance for that day.
- A rubric for grading the Job Shadow experience will be developed.
- All programs including Students from Special Needs programs (Hotel/Motel, Distribution/Warehousing, HR Fabric Service) will be required to make business contacts to arrange guest speakers, business tours, and/or acquire literature about businesses pertaining to their program. An assignment should be developed as a follow up to hearing the speaker. This also applies to all programs who have students not going into the community for their job shadow experience.
- Academic integration of job shadow activities can be collaborated with academic staff. Example: **Math** - compute wages, compute mileage, cost of transportation; **Science** - read about safety and health issues in the work place; **English** - compose resume, compose thank you letters, present oral report; and **Government** - prepare personal budget based on entry-level salary: food, gas, clothing, etc.
- If you have any suggestions or recommendations for changes that would make this program better, please submit them to Jennifer Kitzmiller.

**TRUMBULL CAREER AND TECHNICAL CENTER
JOB SHADOWING**

STAFF TIMELINE

- End of First Semester:* Based on criteria, determine who is eligible to go into the Community for their Junior Job Shadow Experience.
- First week of Second Semester:* Distribute Letters of Recommendation
- Six weeks prior to Experience:* Students identify site visitation for job shadowing experience. Will need names, addresses, phone numbers, and contact names.
- One month prior to Experience:* Instructors, academic teachers, and others provide help for students to confirm a visitation site.
- Three weeks prior to Experience:* Student site visitation confirmation form due to instructors. Parent information and permission forms sent home.
- Instructor sends follow-up confirmation letters to employers on behalf of their students.
- Parent permission slips due back to instructors.
- Student class lists due to supervisors for:
Visitation site list information
Students not participating in Job Shadow Day
- Two weeks prior to Experience:* Instructors review the following forms with students:
Student interview questions worksheet
Employer evaluation form
Student evaluation form
- One week prior to Experience:* Students do a follow-up phone contact with host business site to remind employer of upcoming visit and to verify their time to arrive, what to wear, entrance to use, where to park, or any other special instructions.
- Day of Job Shadow Experience:* **Trumbull Career & Technical Center-Job Shadow Day**
Student assignment-Complete interview sheet with Job Shadow Host.
- Within the week following Experience:* Follow-up
Class discussion of Job Shadowing Experiences
Student Evaluation sheet of experience turned in to instructor
Students & instructors write thank you letters to business host.
Other assignments as required by instructors
- Remember to arrange a speaker or job shadow experience requirement for juniors who have not met the criteria to go into the community. Juniors who job shadow in the community are exempt from the assignment given.**

TRUMBULL CAREER & TECHNICAL CENTER

STUDENT TIMELINE & INFORMATION SHEET

Upon meeting criteria during the first semester of their junior year, students will complete the Job Shadow Experience during second semester. Students who complete the job shadow experience within the community during their junior year will be eligible for advance placement during their senior year.

Purpose: The Job Shadow Day will give you an opportunity to participate in a real life work experience at a local place of employment related to your training program.

Six weeks prior to Experience:

Students identify site visitation for job shadowing experience.

You will need the following: Names, addresses, phone numbers, contact name of potential leads.
TIP!!! Need help finding a Job Shadow Site – Do some networking!
➤ Ask other teachers for business site leads
➤ Check with your family and other relatives
➤ Ask a friend or neighbor

One month prior to Experience:

Instructors, academic teachers, and others provide help for student to confirm a visitation site.

Three weeks prior to Experience:

Student site visitation confirmation form due to instructors.
Parent information and permission forms sent home.
Instructor sends follow-up confirmation letters to employers.
Parent permission slips due back to instructors.

Two weeks prior to Experience:

Instructors review the following forms with students:
Student interview questions worksheet
Employer evaluation form
Student evaluation form

One week prior to Experience:

Students do a follow-up phone contact with host business site to remind of upcoming visit and to verify their time to arrive, what to wear, entrance to use, where to park, or any other special instructions.

Day of Job Shadow Experience:

Trumbull Career & Technical Center-Job Shadowing Day
Student assignment - Complete interview sheet with Job Shadow Host.

Within the week following Experience:

Follow-up
Class discussion of Job Shadowing Experience
Employer Evaluation sheet turned in to instructor
Students and instructors write thank you letters to business host.
Other assignments as required by instructors.

Trumbull Career & Technical Center

Job Shadowing

Student Expectations

Criteria:

Students eligible to complete the Job Shadow Experience must meet the following criteria during the first semester of their junior year.

- Good Academic Standing: students must maintain an A/B average in their program area and a 75% C or higher average in all academic areas.
- Minimal Discipline referrals: students can have no major offenses and no more than 3 minor offenses. This includes discipline in regards to being tardy or poor attendance. Being on time and attending are key components of employability.
- Recommendation Letter: students must receive a letter of recommendation from their program teacher that is signed/endorsed by each of their academic teachers.

Students who do not meet the above criteria will gain a job shadow experience through a speaker and assignment arranged by their program teacher.

Preparation:

- Arrange for transportation.
- Complete all required paperwork (permission, work site confirmation, etc.).
- Contact local businesses to arrange for job shadow experience.
- Learn about the business/career before the day of job shadow.
- Job Shadow on the arranged day and time.
- Complete any other assignment as required by instructors.

Shadowing:

- **DO NOT** report to school. Go directly to the company or business for the day.
- Be on time!
- Call the job site immediately if unable to attend
- Call your program instructor immediately if unable to attend
- Dress appropriately
- Learn about the business and the career while job shadowing.
- Understand that I may be in contact with business matters, which are confidential, and I agree **NOT** to discuss those matters with anyone.
- Agree to represent the Trumbull Career & Technical Center and myself through my choice of appropriate dress, and my personal conduct, which will be prompt, courteous, cooperative, mature, interested, and respectful.
- Ask the person(s) shadowed the questions on the Interview Sheets.
- Take my Student Interview Questions, Employer Evaluation, and Student Evaluation with me to the Job Shadowing Location.
- **Upon meeting criteria, Job Shadow can be arranged any day during 2nd Semester.**

Follow-Up:

- Write a thank you letter to your Job Shadow Host.
- Turn in Student Evaluation to your instructor.
- Participate in a class discussion about your experience.
- Participate in any other assignments as required by your instructors.

The Reward/Privilege of Job Shadowing:

- Students will receive a school day to meet the job shadow requirement. This day will not count against them in attendance. It will be treated like a College Visit as it is advantageous to their future goals.
- Students who go into the community for their job shadow opportunity gain exposure and make connections for potential employment.
- Students who go into the community for their job shadow opportunity may be eligible for advance placement in their senior year.
- Students will earn a job shadow certificate demonstrating a readiness for employment in their passport given at senior ceremony.
- Students will be exempt from the assignment given to students who gain their job shadow experience through a speaker brought to TCTC.

***Letter of Recommendation
Junior Job Shadow***

***Trumbull Career and Technical Center
528 Educational Highway
Warren, Ohio 44483***

Date

Dear _____,

You have met the criteria to go into the community for your Junior Job Shadow Experience. You have maintained Good Academic Standing, are found to have Excellent Conduct, and are recommended by each of your Instructors.

Participating in the Job Shadow Program will provide you with a realistic work experience in a career field and will be helpful to you as you make career decisions. You may use a school day to schedule your on-site visit within the community. In addition, you will be eligible for advance placement in your senior year and will receive a job shadow certificate within your senior passport demonstrating to employers your readiness for employment.

The TCTC Job Shadowing Program could not exist without support from people like you. I am sure that the entire TCTC community shares my gratitude. Congratulations on being recommended to represent the Trumbull Career and Technical Center. You are highly respected!

Sincerely,

Program Instructor's Signature: _____

Academic Instructor Signature: _____

Academic Instructor Signature: _____

Academic Instructor Signature: _____

Trumbull Career & Technical Center
JOB SHADOWING DAY

STUDENT CONTACT INFORMATION SHEET

Guide for Contacting the Workplace

It is each student's responsibility to secure permission and make arrangements to spend the day in a work place setting that is in an area related to your program. You may go to work with your parent or another relative to facilitate transportation or other necessary arrangements. You are expected to spend the full workday on the job.

- ✦ Making the original contact to secure permission to visit a place of business is a very important step.
- ✦ Your first impression on the phone or in person will set the stage for a beneficial or less than productive visit.
- ✦ Remember that you are representing not only yourself, but also all students and staff of the Trumbull Career and Technical Center.
- ✦ You are expected to demonstrate all employability skills and complete adequate pre-planning and preparation to make your day worthwhile for you and not an imposition on the business that you visit.

Identifying Potential Job Shadow Worksites

Use the Student worksheet "*Identifying Potential Worksites for Job Shadow Day*" form to identify potential employers that you would like to visit. This form must be completed and turned in to your instructor *three weeks prior to your job shadow experience*.

Employer Contact Script

The "*Employer Contact Script*" sheet is a sample script that you should use for planning your job shadowing visit and contacting the employer. It will help you communicate clearly to the person you contact what you are asking of them and what you hope to gain from this experience.

Trumbull Career & Technical Center Job Shadowing

HELPFUL HINTS WHEN MAKING TELEPHONE CONTACTS

If after two business days you have not received a return call, call back and explain how important it is that you reach your business contact within the next two days. Repeat the phone script again if necessary. Keep a record of your phone calls: giving time, date, number called, who you spoke to and response. If, after one week, you have not made contact with the designated person, notify your program instructor and move on to another possible worksite for Job Shadow Day.

IN ADDITON:

- Practice reading telephone script with a partner at least two times before you make your call.
- Be polite, speak clearly and be patient
- Have your script ready to record your answers
- Confirm date and time by repeating information back to your business contact.
- If you don't know where the business is located, ask for directions. Write them down and repeat them back for accuracy.
- Remember to say "Thank you" at the end of your call, regardless of the outcome.

If the employer that you contact can not accommodate you with a Job Shadowing site, ask politely if they can suggest another site.

Trumbull Career & Technical Center

JOB SHADOWING EXPERIENCE

PARENT INFORMATION

Students from the Trumbull Career and Technical Center will be participating in a junior-wide job shadowing program. Your son or daughter will have an opportunity to spend the day learning about a career in which he or she has shown interest. In order for the student to participate, you will need to agree to arrange transportation to and from the job site for students who meet the criteria to go into the community for their job shadow experience. Students who do not meet the criteria to go into the community will receive job shadow instruction through a speaker brought to TCTC and an assignment given by their program instructor. In addition, you will need to sign and return the attached permission form.

Permission forms must be turned in one month prior to your student's scheduled job shadow experience.

Below is a list of objectives and desired outcomes that the student should keep in mind while on this job shadowing experience.

OBJECTIVES

- ✦ Provide students with realistic work experience in a career field.
- ✦ Provide students with occupational and career information.
- ✦ Develop leadership skills necessary for their future career.
- ✦ Become aware of dedicated professionals in the field.
- ✦ Provide a clear understanding of the skills and preparation necessary for jobs in this career field.
- ✦ Acquire knowledge that will assist students in the career decision making process.

DESIRED OUTCOMES

- ✦ Teach students skills necessary for employment.
- ✦ Utilize business and community resources to enhance career and technical training programs.
- ✦ Promote business partnerships with career and technical training programs.
- ✦ Provide a more comprehensive educational program for students enrolled in the Trumbull Career and Technical Center's training programs.

Trumbull Career & Technical Center

STUDENT WORKSHEET

**IDENTIFYING POTENTIAL WORKSITES FOR
JOB SHADOW**

Student Name: _____

Program: _____

Students should identify one potential site for visitation and at least two alternative sites.

Business Name: _____

Contact Person: _____

Address: _____

Phone Number: _____



Business Name: _____

Contact Person: _____

Address: _____

Phone Number: _____



Business Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

*****Note to student: Instructor must approve the above sites prior to making phone contact.**

EMPLOYER CONTACT SCRIPT

Site _____ Phone Number _____

Hello, my name is _____, I am a high school student enrolled in the _____ program at the Trumbull Career and Technical Center. I would like to speak to someone in order to make arrangements to visit your place of business for a job shadow day. This experience will help me complete a learning assignment about the work place and learn about the specific skills you expect employees to be able to demonstrate. Thank you for taking time to talk to me. I would like to shadow a worker or workers at your place of business on **a day that we can arrange** and would like to be present for the majority of the workday. While I am there, I would like to observe workers and ask some questions about the skills that they are expected to be able to demonstrate. I would be happy to share my interview questions ahead of time if you would like for me to do that.

To whom should I speak to make these arrangements? _____

To whom should I report to when I arrive? _____

What time should I arrive? _____

I can stay until 2:00 p.m. Is this acceptable? _____

Is there a special place I should park? _____

To whom should the follow-up information be sent? _____

Business Name _____ Contact Person _____

Street address _____ City/Zip _____

Directions _____

Other comments _____

Thank you very much for your time and your help. I look forward to visiting with you on _____.

- Pointers:**
- If they say “no” or they cannot have students visit, please thank them for their time talking.
 - If they would like for you to call back, ask them what time and to whom you should talk with.

Trumbull Career & Technical Center

Job Shadowing

SITE VISITATION CONFIRMATION

Student Name _____

Program _____

I have received confirmation that I will be visiting the following site on Job Shadow Day.

Job Shadow site information:

Business Name: _____

Contact Person: _____

Address: _____

City/Zip Code: _____

Phone Number: _____

*****Note to Student:** The above information *must be* turned in to your instructor no later than *three weeks prior to your job shadow day*.

Trumbull Career & Technical Center

JOB SHADOW FIELD TRIP PERMISSION FORM

I will be participating in the _____
Career & Technical Program

Job Shadowing experience program on _____.

_____ will arrive at
Student Name

_____ and report to
Company

_____ from _____ A.M. to _____ P.M.
Contact Person

I accept responsibility for my son/daughter's transportation for the TCTC Job Shadowing experience field trip.

As a parent or guardian, I have reviewed all information explaining the individual Job Shadowing experience field trip.

I hereby give permission for my son/daughter to take part in the Job Shadowing experience. I understand that my son / daughter will assume the responsibility to dress appropriately, act reasonably, and be prudent in all situations regarding safe practices at the job. I release the TCTC and all school personnel, along with the company at which the Job Shadowing experience takes place, from any liability or damages resulting from carrying out their responsibilities.

(Under 18) Parent Signature

Date

(18 or older) Student Signature

Date

Trumbull Career & Technical Center

Job Shadowing Day

EMPLOYER VERIFICATION LETTER

Date: _____

Dear _____:

Thank you for agreeing to allow _____ from my _____ program to visit your place of business as part of our junior job shadowing experience. An opportunity such as this provides our students with real life work experiences related to their training program.

The program is a volunteer work experience option that enables students to learn more about typical workday in a local business. An opportunity such as this provides students with real life experiences related to their training program at the Trumbull Career and Technical Center.

Students benefit from this experience in the following ways:

- ✦ They witness first hand realistic experience in a career field.
- ✦ They gain an awareness of your occupation.
- ✦ They develop good work habits through example.
- ✦ They become aware of dedicated professionals in your field.
- ✦ This experience reinforces the students understanding between classroom learning and what it is required of them in the work place.

A job shadow experience is designed for students to observe the work place and to acquire knowledge that will assist in their future career decision-making process.

Once again, I would like to thank you for making this opportunity available to our student(s). If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

**Trumbull Career & Technical Center
Job Shadowing Day**

TIPS FOR THE JOB SHADOW HOST

Each Job shadow experience is unique. Plan a day that works for you and your place of business.

Provide a short tour of the facility.

Start the day with a brief orientation:

If appropriate, give the safety and confidentiality instructions you would give a new employee.

Point out how departments depend on each other for workflow.

Inform your shadow about your company and how it fits into the local and global economy.

Maintain your daily routine. Shadows are on site to see all aspects of a job.

Tell the student about yourself. Tell brief stories about your work experience and how you got the job.

Be honest and straightforward. Your shadow may be making career decisions based on this job shadow experience.

Be informal. Involve your shadow in the discussion.

Explain what you like about your job, AND some of the disadvantages to your career.

Students are on-site to observe.

Help him or her learn as they observe. Don't assume they know. Use language the student will understand. Stay away from technical jargon. Explain terms and abbreviations that are specific to your business.

Be prepared to be asked how much money you make and answer with salary range, entry-level.

Encourage the importance of promptness, attendance, appropriate personal appearance, good working relationships with coworkers, and a positive work ethic.

Explain how work relates to classes taken in school. Share examples of your daily routine and how you use math, science, English, communication, art, and technical skills.

Allow a few minutes near the end of your time together to de-brief, answer final questions, complete student evaluation, and answer any questions the student may have.

Trumbull Career & Technical Center

Job Shadowing Day

STUDENT CONFIRMATION PHONE CALL TO EMPLOYERS

Call your Job Shadow Host *one week prior* to remind him or her that you will be there.

Sample script for phone call:

1. Introduce yourself.

“Hello. I’m _____ from the _____ program at the Trumbull Career and Technical Center.

2. Confirm date and time.

“I’m calling to confirm my job shadow experience for _____, from (time) _____ to _____.

3. Ask about what to wear _____

Ask what entrance to use _____

Ask where to park _____

Ask for any additional instructions _____

4. Ask anything else that you may wish to know at this time _____

5. Appropriate closing to conversation.

“I’m looking forward to working with you.”

“I’m looking forward to seeing you on Thursday.”

Practice reading your confirmation call with a partner.

Trumbull Career & Technical Center

JOB SHADOW DAY

EMPLOYER EVALUATION OF VISITING STUDENT

Student Name _____ **TCTC Program** _____

Business Site _____ **Date of Visit** _____

Note to employer: Please promptly complete this evaluation form and send in the U.S. mail to verify the student's participation in today's job shadowing experience. Do not give it to the student.

Please evaluate the student in the following areas. **1** (Highly Disagree) **3** (Neutral) **5** (Highly Agree)

The student seemed interested in the shadowing experiences provided.

1 2 3 4 5

The student was polite, cooperative and behaved appropriately in the workplace.

1 2 3 4 5

The student demonstrated qualities that you think are important to employers.

1 2 3 4 5

The student conducted the interview in an appropriate manner.

1 2 3 4 5

I would be willing to have another student job shadow from TCTC based on this student's behavior.

1 2 3 4 5

Time student arrived _____ Time student departed _____

Additional Comments _____

Signature _____ Date _____

Title _____

Junior JOB SHADOW

Class List

Instructor: _____ Program: _____

Student Name	Job Shadow Site and Scheduled Date	Academic Standing	Discipline Referrals	Letter of Rec.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

Junior JOB SHADOW DAY

**STUDENT ACTIVITY
CONDUCTING AN INTERVIEW**

Student Name: _____

Site Visited: _____

Name of Person You Shadowed: _____

While at your job shadow site, ask the following questions of the person you are shadowing. Make sure your questions are spoken clearly and make eye contact with your work place host. Relax and smile. Write down the answers on this page. This information is for you to use to help in your career planning process.

1. What is your job title? _____

2. What are your responsibilities? _____

3. What is your time schedule? _____

4. What type of training, education or experience would I need to do this job? _____

5. How did you decide to do this type of work? _____

6. What do you like the most about your job? _____

7. What do you like the least about your job? _____

8. What is the average starting salary for this job or field? _____

9. How is technology used in this job or field? _____

10. What types of math, science, social studies or English (written and oral communication) skills are needed for this job? _____

11. Do you have any advice for me as I consider career choices? _____

12. Does this workplace offer any of the following benefits?

- | | | |
|-----------------------------------|---------|--------|
| Health care plan | ___ yes | ___ no |
| Dental plan | ___ yes | ___ no |
| Retirement plan | ___ yes | ___ no |
| Disability insurance | ___ yes | ___ no |
| Reimbursements for more education | ___ yes | ___ no |
| Advance training for job skills | ___ yes | ___ no |

Sample Thank You Letter

(Please Try to Use Your Own Words)

-Start your address approx. 2” from top pf page-

Your Street Address

Your Town, State Zip Code

Today's Date

-Skip 5 lines-

Name of Your Job Shadow Host

Their Job Title

Name of Your Job Shadow Host Company

Street Address

Town, State Zip Code

-Skip 2 lines-

Dear Mr. Or Mrs. Or Ms. -(last name)-,

-Skip 2 lines-

Thank you so much for participating in the Trumbull Career & Technical Center's Job Shadow Day. The time you were able to give me last _____ was very valuable.

Participating in the Job Shadow Program provided me with realistic work experience in a career field and valuable career information. The time I spent with you and your colleagues at *-Name of Job Shadow Host company-* will be very helpful to me as I make my career decisions.

The TCTC Job Shadowing Program could not exist without support from people like you. I am sure that the entire TCTC community shares my gratitude.

-Skip 2 lines-

Sincerely,

-Skip 4 lines-

Your Signature

-Your name typed-

**Job Shadowing
Student Evaluation**

Please Print

Name _____ **Job Shadow Host** _____

TCTC Program _____ **Instructor** _____

Job Shadowing Site _____ **Phone Number of Site** _____

Please respond to the following by circling the most appropriate term.

Overall, I would rate my shadowing experience as:

Negative Average Positive

Individuals at my shadowing site were willing to explain their work and answer my questions:

Somewhat willing Willing Very willing

Explain how the job shadow experience has helped you learn more about the career field:

Describe what you saw in your job shadow experience:

Do you think this organization would welcome another shadowing student from your program based on the quality of your participation?

What did you like best about this experience?

What did you like least about this experience?
