



Job Shadow Guidelines

What is job shadowing?

Job shadowing immerses each student in the world of work where they can get first-hand information about job skills and careers. Job shadowing can provide experiences that are as unique as the students who participate. By bringing students into the workplace to see a professional at work, very real and tangible options come alive for them. Job shadowing provides exciting reasons why students should apply themselves in school. It creates a critical link between education and success. Classroom exercises conducted prior to and following the job shadow experience are designed to help students connect their experience to their course work and relate the visits directly to career pathways, related skill requirements, and postsecondary educational options.

When is job shadowing most successful?

To maximize success, job shadowing activities are integrated into a specific required class. The standards, preparation, and follow-up are part of the Academy curriculum. A job shadow activity takes several hours from the workday and school day. Therefore, students complete career assessments and research careers to help them narrow down career areas of interest.

How to find job shadow hosts?

It is best to begin planning early in the school year. We have developed school wide and district awareness and support. We connect with parents, business partners, business advisory boards, Chamber of Commerce, and civic organizations within our community to help secure job shadow placements. Rather than sending students out individually, sometimes it's easier to pair students up or send them out in small groups. Our students are the workforce of the future. It is always a WIN-WIN experience when adults share their life experiences with young people.

Why should students participate in job shadowing?

Job shadowing:

- Helps students “test drive” a career.
- Provides an environment in which they can network with professionals.
- Demonstrates the connections between academics and careers and helps students learn by making their class work more relevant.
- Identifies the skills, qualities, training, and education needed to succeed on the job.
- Builds community partnerships between schools and businesses that enhance the educational experience of all students.
- Introduces students to the requirements of professions and industries to help them prepare to join the workforce of the 21st century.
- Encourages an ongoing relationship between young people and caring adults.

How we prepare students, parents and business volunteers for a successful job shadowing experience?

Before job shadowing:

- Job shadowing information is sent home to parents so they understand the activity and expectations. Information about transportation is included and we ask parents if they can assist with job shadow placements. Parents sign consent forms per school and county guidelines.
- The Academy Director meets with students to complete career assessments and help students identify career interest. In addition goals and objectives are established for this experience.
- Recruit and secure job shadow host from the community.
- Provide the worksite host with job shadow tips.
- Use students' job shadow survey to match students to worksite host.
- Have students research the organization they are shadowing and prepare questions to ask their job shadow host.
- Coach students on appropriate dress, conduct, time management, and business etiquette.
- Confirm all required forms are filled out and signed. Confirm transportation.
- Contact job shadow host to confirm date, location and arrival time. This is an excellent activity for students to complete. This has proven to be an essential part of the process, insuring good communication and a successful experience for both student and employer.
- Notify teachers that students will be gone for the day per school procedures.
- Submit appropriate paperwork for liability coverage to Central Services.
- Procedures are established for last minute problems/emergencies.

During job shadowing:

- Students arrive on time, appropriately dress and ready to learn.
- School personnel confirm students' arrival.
- While shadowing, students should actively observe and note as much as possible about the environment and interactions with co-workers and customers.
- Students should ask the professional for their business card for future follow-up.
- Students should expect to be asked about your interests, goals and academic experiences.
- Worksite host should try to expose students to as much as possible. Some ideas are to give a tour and provide an orientation of the organization; allow students to complete small hands-on tasks; show off computer programs, explain how your work relates to classes they might be taking in school; share examples of your daily routine that incorporates skills they are learning.

After job shadowing:

- Students reflect on experience.
- Students send a thank you note to job shadow host.



The Academy of Engineering & Advanced Manufacturing is a smaller learning community within Apex Friendship High School. The program integrates core academic instruction with engineering electives and designed to expose students to many disciplines of engineering. Upon acceptance, students commit to the program for the duration of their high school experience. The Academy introduces students to career opportunities within STEM and in the process, equips them with the personal, analytical, technical, and communication skills needed to thrive in any industry. Work-based learning experiences provide students the opportunity to connect their classroom learning to real-world application. Local business partners work with educators to provide these opportunities. Educators and business people are partners for investing in and developing America's youth.

WHO: All 10th grade Academy of Engineering students

WHAT: Job Shadow Day

WHERE: Triangle Area (Apex, Holly Springs, Cary, Raleigh, RTP, etc.)

WHEN: April 11, 2019

All 10th grade students within the Academy of Engineering & Advanced Manufacturing at Apex Friendship High School will participate in a job shadow experience. This activity is one of the many work-based learning activities for students within the Academy. It serves as an introduction to a possible career area for the students and a beginning activity in internship preparation.

Job shadowing immerses each student in the world of work where they can get first-hand information about job skills and careers. By bringing students into the workplace to see a professional at work, very real and tangible options come alive for them. Job shadowing provides exciting reasons why students should apply themselves in school. It creates a critical link between education and success.

We are looking for job shadow hosts in all STEM (Science, Technology, Engineering & Mathematics) related industries.

Goals of the Job Shadow Experience:

- Demonstrate the connections between academics and careers and helps students learn by making their class work more relevant.
- Builds community partnerships between schools and businesses that enhance the educational experience of all students.
- Introduces students to the requirements of professions and industries to help them prepare to join the workforce of the 21st century.
- Encourages an ongoing relationship between young people and caring adults.

Workplace and Mentor Benefits:

- Showcases your place of work by increasing visibility in your community
- Prepares our future work force
- Informs students about careers in your industry or line of work
- Enables employees to easily participate in a community activity
- Strengthens and promotes involvement in education
- Introduce the world of work to a young person in just a few short hours
- Become a positive adult role model
- Showcases the volunteer's skills and education
- Impact a young person's life in a fun way

TO: Diane Cadavid, Academy Director

FAX #: (919) 694-0525

FROM:

RE: Academy of Engineering & Advanced Manufacturing Job Shadow Day

Organization: _____

Contact Person and Department: _____

Contact Phone #: _____

Contact Email: _____

Address: _____

City and Zip: _____

of students: _____

Time (e.g. 8am – 2pm): _____

Dress code: _____

Note: Standard Academy dress code for off campus learning experiences include Academy polo shirt and dress pant.

Lunch plans: a) dismissal before lunch b) bring a lunch
 c) bring money for lunch d) lunch is provided

Please circle one

Please return this form to Diane Cadavid. Thank you!

If the student(s) will be driven to a different location at any time during the job shadow day, the driver must complete level 4 volunteer clearance with WCPSS. This can be done from any WCPSS school.

Job Shadow Tips for Hosts

Here are some ideas to help make your day as a job shadow host a success:

Keys for Host Employees:

- Find out some information about your student visitors (grade level, interest, etc.)
- Emphasize the positive in your conversations but always be honest and straightforward – most of all – be yourself!
- Be patient – it's hard to do your work, answer questions and be a good host at the same time!
- Only take as many students as you can handle.
- Have fun!

Ideas for structuring your day:

1. Start the day with an orientation and introductions
 - Tell students a little about yourself and ask them some questions as well. Talk about:
 - Your professional background
 - Describe your "typical" day and be prepared to field questions regarding salaries, promotions, schooling, etc.
 - Talk about your career path and why you chose to pursue it.
 - If possible, introduce your guest to co-workers and management.

Anything you can do to "break the ice" and make the student feel welcome and at ease with you and your colleagues – this way students are more likely to ask questions.

2. Give a tour
 - Give the students a tour of your office or business and explain the roles of each person to which they are introduced.
 - Try to interact with your co-workers on all levels to give the students a good overview of how your organization runs and the culture.
 - Give an overview of what your organization does and how it affects the local community.

Have each student ask you at least one thing that they would like answered or would like to see during the visit.

3. Suggested activities
 - Plan to allow the students to do some limited, hands-on tasks (under supervision) and try to invoke conversation that will let the student participate.
 - Plan to review a small job with someone who reviews your work or whose work you supervise.
 - Call a client – either answer your phone calls while the students are at your desk or set aside a phone call you need to make.
 - Show off your computer programs and let the students drive.
 - Make a quick entry in the various software programs you use.

- Help student visitors learn as they observe. Don't assume that they know. Use language that the student can understand and try to avoid technical jargon.
- Stress the importance of promptness, attendance, appropriate personal appearance and attire and positive work ethic.
- Take the students to lunch – invite a co-worker to lunch along with the students.

Finishing the students' visit by taking them to lunch is a great way to end the day on a positive note!

4. Some other ways to help you relate to students

- Explain how your work relates to classes they might be taking in school such as math, business, technology courses, etc.
- Share examples of your daily routine that incorporates skills they are learning such as communication, critical thinking, problem solving, teamwork, writing, etc.
- Tell students about yourself, where you went to school, some work and college experiences (internships, first jobs, etc.) and why you chose this field as your career.
- Explain the important aspects of your work and how they relate to other jobs within the organization.
- Explain what you like about your job as well as some of the disadvantages to your career field.

Keep in mind these are only suggested guidelines. Each job shadow experience is unique. Plan for a day that works for you and your organization.

SAMPLE JOB SHADOW INTERVIEW QUESTIONS

1. What is your occupation and job title?
2. What are your job duties and day-to-day activities?
3. What do you like best about your job?
4. What don't you like about your job?
5. How did you become interested in this type of work?
6. Why did you choose this career?
7. What kind of personal satisfaction do you get from your job?
8. What special training do you need for your job?
9. What kind of technical knowledge is required for this job?
10. How are technology demands increasing or changing?
11. What kind of experience was required for this job?
12. What personality traits are important for this job?
13. What are the normal work hours?
14. Are certain times of the month or year busier than others times?
15. Is there opportunity to work overtime?
16. How are you compensated for overtime work?
17. Are there special perks that come with this job?
18. What are the salary ranges for different levels in this field?
19. Do you have to depend on others in order to accomplish your job?
20. Do you take work home?
21. What is the level of job security in this occupation? Why?
22. What are the opportunities for advancement in this occupation?
23. What on-going education is required for this occupation?
24. To be hired for this occupation what is the best education/training?
25. Is it difficult to get admitted to an education/training program for this occupation?
26. How difficult is it to find employment when you have completed the basic education and training?
27. What is the long-term future of this occupation in terms of job availability?
28. What are the job opportunities for this area of work?
29. Does this business/organization do drug testing?
30. What part-time jobs, high school classes or extracurricular activities would best prepare you for this occupation or the education/training required for this occupation?
31. How do you use math, reading, writing, business, technology, science, and foreign language skills in their daily work?
32. What advice would you give a student interested in this career?