



METRO  
NASHVILLE  
PUBLIC  
SCHOOLS

# **JOB SHADOWING MANUAL**

ACADEMY COACHES

2017

# TABLE OF CONTENTS

OVERVIEW .....	1
ACADEMY COACH CHECKLIST .....	1
EIGHT WEEKS PRIOR TO JOB SHADOWING .....	1
SIX WEEKS PRIOR TO JOB SHADOWING .....	1
TWO WEEKS PRIOR TO JOB SHADOWING .....	1
ONE WEEK PRIOR TO JOB SHADOWING .....	1
ONE DAY PRIOR TO JOB SHADOWING .....	1
DAY OF JOB SHADOWING.....	1
AFTER JOB SHADOWING .....	1
TEACHER CHECKLIST .....	1
EIGHT WEEKS PRIOR TO JOB SHADOWING .....	2
SIX WEEKS PRIOR TO JOB SHADOWING.....	<b>Error! Bookmark not defined.</b>
FOUR WEEKS PRIOR TO JOB SHADOWING .....	2
TWO WEEKS PRIOR TO JOB SHADOWING .....	2
ONE WEEK PRIOR TO JOB SHADOWING .....	2
ONE DAY PRIOR TO JOB SHADOWING .....	2
DAY OF JOB SHADOWING.....	2
AFTER JOB SHADOWING .....	2
STUDENT CHECKLIST .....	2
FOUR WEEKS PRIOR TO JOB SHADOWING .....	3
TWO WEEKS PRIOR TO JOB SHADOWING .....	3
ONE WEEK PRIOR TO JOB SHADOWING .....	3
ONE DAY PRIOR TO JOB SHADOWING .....	3
DAY OF JOB SHADOWING.....	3
AFTER JOB SHADOWING .....	3
FIELD EXPEREINCE GUIDELINES.....	4
SUGGESTED STUDENT QUESTIONS .....	5
THANK YOU LETTER FORMAT/ CRITERIA .....	7
PARENT INFORMATION PACKET .....	8

## OVERVIEW

Job shadowing for students is an opportunity for students to spend a day in the “real world” in a career area related to their academy. It gives them an opportunity to observe and ask questions of workers. Assignments complete before, during, and after shadowing help students connect their work to real world experiences. This manual provides expectations for students, teachers, the Academy Coach, and the business coordinator.

## ACADEMY COACH CHECKLIST

Use the timeline to keep track of all of the moving pieces that go into planning an effective job shadowing experience.

### EIGHT WEEKS PRIOR TO JOB SHADOWING

- ☐ Work with Academy Advisory Boards and Academy Teams to determine job shadowing locations, dates, and student assignments.
- ☐ Share Job Shadowing Guide with participating teachers.
- ☐ Complete field trip forms or work with teachers to determine transportation options.
- ☐ Request purchase order if any funds are being spent.
- ☐ Ensure that time is allocated on the Team Meeting agenda to address the student assignments.

### SIX WEEKS PRIOR TO JOB SHADOWING

- ☐ Confirm with teachers that paperwork is completed, transportation is confirmed, and lunch plans are solidified for students.
- ☐ Confirm logistics details with Business Partner such as parking, identification, privacy statement requirements, photo release for students, etc.

### TWO WEEKS PRIOR TO JOB SHADOWING

- ☐ Contact Business Partners as needed to complete logistics of transportation and student assignments.
- ☐ Update business information to teachers as appropriate.

### ONE WEEK PRIOR TO JOB SHADOWING

- ☐ Check with all parties involved to make sure everything is on track and up-to-date

### ONE DAY PRIOR TO JOB SHADOWING

- ☐ Double check transportation and student assignments.
- ☐ Complete a final check-in with the business partner and teachers
- ☐ Make adjustments as necessary, inform appropriate parties of any changes.

### DAY OF JOB SHADOWING

- ☐ Make adjustments for absentees where needed.

### AFTER JOB SHADOWING

- ☐ Distribute Evaluation Forms to Teachers and Business Partners
- ☐ Collect and main thank you notes
- ☐ Collect and tally evaluation forms
- ☐ Collect Job Shadow Assignment from Teachers

# TEACHER CHECKLIST

## EIGHT WEEKS PRIOR TO JOB SHADOWING

- ☐ Meet with Academy Coach to discuss the Job Shadowing Manual.
- ☐ Begin to develop the student assignment associated with the Job Shadowing Experience.

## FOUR WEEKS PRIOR TO JOB SHADOWING

- ☐ Distribute Job Shadowing Participation Pack to students. This packet includes a Parent Information Letter, Permission to Participate, and Emergency Card.
- ☐ Keep a list of students that return this packet by the designated date.
- ☐ Have student research the business (vision, mission, products, etc.)

## TWO WEEKS PRIOR TO JOB SHADOWING

- ☐ Discuss and teacher the following
  - Appropriate dress in the workplace; maybe host a dress rehearsal day
  - Attitude and overall behavior
  - Proper meeting and greeting techniques. Don't assume a student knows how to formally introduce his or herself.
  - Practice shaking hands and maintaining eye contact.
  - Demonstrate proper dining etiquette if the business partner will provide lunch.

## ONE WEEK PRIOR TO JOB SHADOWING

- ☐ Have students develop a list of question to ask when shadowing. After students compile a list of their questions give them the suggested shadow questions to refine and prepare final list.
- ☐ Prepare students to be interviewed by their business host/ hostess. Sample questions:
  - What do you see yourself doing five years from now?
  - How do you handle conflict?
  - What experience have you had working as part of a team?
- ☐ Pair students for a question and answer role-playing to practice their list of job shadow questions.
- ☐ Have students write their preconceptions and expectations for the job shadowing experience.

## ONE DAY PRIOR TO JOB SHADOWING

Complete on the A/B day prior to the job shadow when you will see your students who are participating in the job shadow.

- ☐ Discuss with the students the Job Shadow Evaluation Form they will take with them.
- ☐ Check to make sure all students have their workplace assignments, pen, and folder for questions and are prepared to dress properly.
- ☐ Explain student expectations for post-shadowing project(s).
- ☐ Answer any questions and reinforce all class discussion and skills.

## DAY OF JOB SHADOWING

- ☐ Inform the Academy Coach is anyone is absent.
- ☐ Make sure students are dressed appropriately.
- ☐ Make sure students have their notebook/ folder and something to write with.
- ☐ Assign someone to take pictures throughout the event.

## AFTER JOB SHADOWING

- ☐ Have students complete thank you notes
- ☐ Complete all evaluation forms and return to the Academy Coach
- ☐ Turn in Job Shadow Assignment to the Academy Coach

# STUDENT CHECKLIST

## FOUR WEEKS PRIOR TO JOB SHADOWING

- ☐ Complete Job Shadowing Participation Pack
  - Parent Permission Letter
  - Permission to Participate Form signed by parent with photo release option included
  - Emergency Card
  - School Field Trip Form
- ☐ Research job shadowing location

## TWO WEEKS PRIOR TO JOB SHADOWING

- ☐ Demonstrate the following
  - Appropriate dress in the workplace
  - A good attitude and overall good behavior
  - Proper meeting and greeting techniques
  - Proper dining etiquette

## ONE WEEK PRIOR TO JOB SHADOWING

- ☐ Develop a list of questions for the person you will shadow.
- ☐ Complete a dress rehearsal.
- ☐ Practice asking your interview questions.
- ☐ Practice answering your interview questions.
- ☐ If you are transporting yourself to the job shadowing location:
  - Where are you going?
  - How will you get there?
  - Who do you report to?

## ONE DAY PRIOR TO JOB SHADOWING

- ☐ Double check permission forms and shadowing assignments
- ☐ Ensure you have your notebook/ folder and a writing instrument. Include the following:
  - Completed questions
  - Student Reply Form
  - Job Shadow Evaluation Form
  - Student Reflection on Experience
  - Signed Emergency Card

## DAY OF JOB SHADOWING

- ☐ Report for departure on time
- ☐ During the Job Shadow Experience
  - Ask questions and take notes
  - Get a business card from the person you will shadow
  - Thank the person at the end of the day
  - Make final notes on your sheet of questions
  - Complete the Student Reply Form
  - Complete the Student Reflection on Experiences
- ☐ Answer interview questions clearly and speak directly to the person asking you questions.
- ☐ Report to pick up location on time.

## AFTER JOB SHADOWING

- ☐ Complete thank you note
- ☐ Complete Job Shadow student assignment
- ☐ Turn in complete Student Reflection on Experiences

# FIELD EXPERIENCE GUIDELINES

## APPROPRIATE DRESS

Please plan to wear appropriate dress for your Job Shadowing Experiences. If you will be shadowing in the professional place of business, plan to wear the following:

- ☐ Navy, blue, gray, black, or khaki pants
- ☐ Collared shirts or blouses, tucked in
- ☐ Blazer or sweater
- ☐ Knee length skirts and dresses

If you are visiting a job site that does not require professional dress, plan to wear the following:

- ☐ Appropriate footwear
- ☐ Clothes that fit the weather forecast
- ☐ Collared shirts, tucked in

Do not wear the following items:

- ☐ Jeans (unless explicitly allowed)
- ☐ Hoodies
- ☐ Leggings (unless under a knee length dress or skirt)
- ☐ Flip flops or open toed shoes
- ☐ Revealing, tight, or baggy clothing
- ☐ Hats

## PERSONAL ITEMS

Please attend your job shadowing experience fully prepared. Before leaving the school building be sure you have the following items:

- ☐ Folder
- ☐ Pen or Pencil
- ☐ Observation sheet, job shadowing packet, and/ or clean paper

Do not have the following out during your visit:

- ☐ Cell phones
- ☐ Headphones
- ☐ MP3 players or iPods
- ☐ Backpacks or large bags
- ☐ Gum
- ☐ Beverages or food

## SUGGESTED STUDENT QUESTIONS

1. What skills are needed to do your job?
2. How did your education help prepare you for your job?
3. Did your company do any additional training for you to perform this job?
4. How did you get your job? What process was involved (testing, interview, writing samples, etc.)?
5. How are people promoted in the company?
6. What personality traits and attitudes are important in your role?
7. What related jobs did you have before this job?
8. What is your work schedule (flexible, nights, specific hours, holidays, etc.)?

### **QUESTIONS SUGGESTED BY STUDENTS:**

# COMPANY TOUR OBSERVATIONS

(This form can be graded by any person on the Academy Team.)

STUDENT NAME: \_\_\_\_\_

PERSON/ POSITION SHADOWED: \_\_\_\_\_

SIGNATURE OF PERSON SHADOWED: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

**WHAT DO YOU EXPECT THE JOB SHADOW EXPERIENCE TO BE LIKE?**

**WHAT WAS THE JOB SHADOW EXPERIENCE ACTUALLY LIKE?**

**WOULD YOU RECOMMEND THIS PERSON AS A FUTURE JOB SHADOWING SUPERVISOR FOR FUTURE STUDENTS?**

**WAS THERE ANYTHING YOU OBSERVED THAT WAS DIFFERENT FROM WHAT YOU EXPECTED?**

**WRITE A BRIEF SUMMARY OF THE TASKS YOU OBSERVED THE SUPERVISOR PERFORMING DURING THE DAY.**



## THANK YOU LETTER FORMAT/ CRITERIA

Write a thank you letter the day after you shadowing experience.

Use Mr. Mrs. or Ms. and last name of the person you shadowed.

Begin your letter with a sentence that specifically thanks the employer for allowing you to spend time at his/her place of work.

State something specific that you learned or enjoyed during the job shadow.

Below is an example. It should not be copied.

---

Date

Name

Title

Company

Street Address

City/State/Zip

Dear \_\_\_\_\_

Thank you for giving me the opportunity to shadow you yesterday. I realize that this took time away from your regular responsibilities and I appreciate the information you were able to provide regarding your job at \_\_\_\_\_.

I am more convinced that the field of \_\_\_\_\_ is correct for me. It was really fun to be a part of your company and experience a day in the world of work. I really look forward to continuing my career aspirations.

Sincerely,

Your Name

## PARENT INFORMATION LETTER

Date \_\_\_\_\_

Dear Parent

On \_\_\_\_\_, 2017 students from \_\_\_\_\_ High School will have an opportunity to learn about college and careers in their selected Career Academy. Many businesses, government agencies, and other organizations in the community have agreed to provide job shadowing experiences for students.

Please discuss transportation with your son or daughter. There will be opportunities that provide transportation and opportunities where students will need to provide their own transportation.

This experience will give your child a better understanding of many kinds of careers that are available. We believe this experience will be helpful as your child makes plans for college and careers.

Sincerely

Your Name

## PERMISSION TO PARTICIPATE

My student \_\_\_\_\_, may participate in a Job

Shadow site visit, taking place at \_\_\_\_\_ on \_\_\_\_\_.

### PERMISSION TO TRAVEL

\_\_\_\_\_ My child will need transportation will travel to and from the workplace with an adult from the school or workplace.

\_\_\_\_\_ My child will provide his/her own transportation to the job site.

### PHOTO RELEASE

I understand that this event attracts media attention and also is used to promote partnerships between schools and businesses, so there is a possibility that my child will be photographed during this experience. Yes \_\_\_\_/No \_\_\_\_ my child can/not be photographed for promotional and educational purposes.

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

\_\_\_\_\_  
Date

## EMERGENCY CARD

---

Student Name: Last

First

Parents Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Additional Contact \_\_\_\_\_

Phone: \_\_\_\_\_

Relation to student: \_\_\_\_\_

Any medical conditions: \_\_\_\_\_

\_\_\_\_\_

Family Doctor: \_\_\_\_\_

Phone: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_

---

Parent/Guardian Signature

---

Date