

# Job Shadowing Plan

**Introduction:** There are many ways to learn about a job. Many times it is easier to find out about some jobs by actually watching someone perform the duties of that job. A job shadow is an opportunity to spend approximately 3-6 hours with one or more employees at a business, nonprofit organization or government agency. The objective is to provide you with an opportunity to learn as much as possible from a person or persons working at a job in which you are interested, as identified through your career exploration activities.

## Steps to Completing a Shadow Experience

**Step #1.** Begin preparations for a job shadowing experience, including researching selected occupations and identifying potential job shadow sites.

**Step #2.** At the direction of your job specialist, develop a job shadowing plan, including travel plans. Make arrangements with a selected employer. Arrangements can be made by telephone, letter, or in person. Your shadow plan should include a list of questions to be asked during the visit. The following guide can be used to help you plan questions, assist you in your observations during the shadowing opportunity, and help you reflect on the experience. Your plan should also include arrangements to make up missed assignments and identification of proper dress and behavior. Review the job shadow plan with the specialist.

**Step #3.** Secure necessary permission from parents and other teachers. Parental permission and medical authorizations must be submitted to the job specialist at least five days prior to your job shadow experience.

**Step #4.** Dress appropriately for your visit. As with all appointments, plan to arrive 10-15 minutes early for your experience. When you arrive at the business, introduce yourself and shake the employer's hand. If the host does not give you a business card, request one so that you will have the proper information to prepare your thank you letter after the visit. Be sure and take your Job Shadow Program Student Question Sheet and other prepared questions with you.

On shadow day, if you are **sick** or having a **problem**, call the contact person at the business and tell him/her that you will be late or unable to attend. Also call your job specialist. All rules of conduct that exist in school will also exist during the job shadow experience. Follow all safety and security policies and procedures of the employer.

**Step #5.** Write a thank you letter to the job shadow host within two days of your shadow experience. The letter may be sent to the employer or the site host or both.

**Step #6.** Complete a written assignment in regard to your job shadowing opportunity using the Job Shadow Program Student Reflection Sheet.