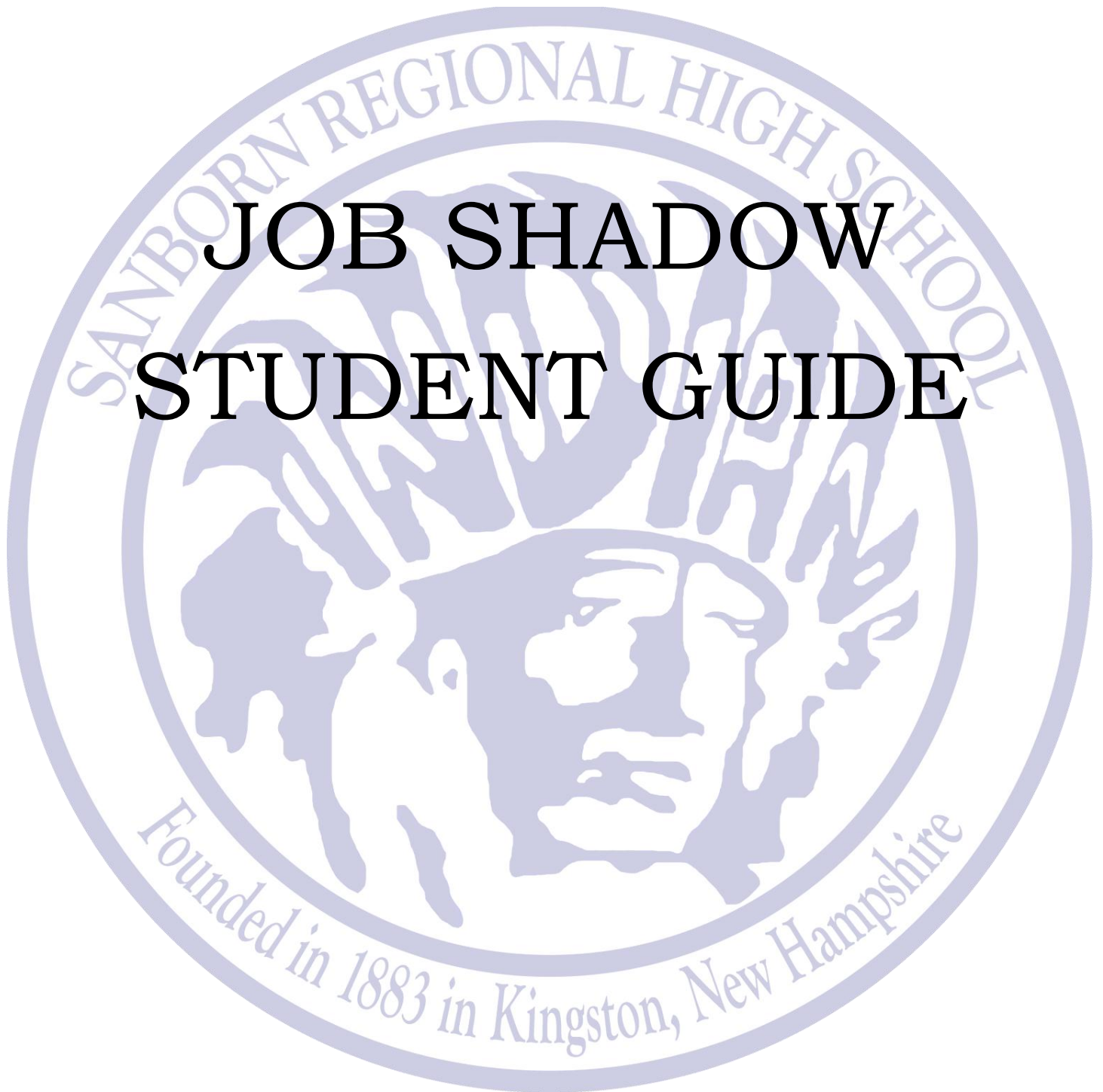


SANBORN REGIONAL HIGH SCHOOL
CAREER PATHWAYS

**JOB SHADOW
STUDENT GUIDE**



Job Shadow Requirements:

For your Job Shadow to be counted as a school day you must:

- Complete all necessary paperwork
- Complete a 1-2 page guided reflection
- Complete Thank You letter/Card

What is a Job Shadow?

A job shadow is a worksite experience during which a student spends time one-on-one

Role of the Student

- Demonstrate the desire to explore career options, personal skills and attributes.
- Willing to develop a personal action plan to improve education and skills.
- Ability to work with persons of different education economic, cultural, religious and ethnic backgrounds.
- Participate in preparatory activities conducted by the school or workplace.
- Follow all safety and security policies and procedures of the employer.
- Willingly participate in all activities structured by the Workplace Host.

Appearance

Someone with a good appearance looks fresh, clean and confident. A good appearance has nothing to do with the brand labels on your clothing or good looks.

- Dress in the clothes that you would wear on the job. For example: executives would wear suits; healthcare or office staff people should wear business clothing; and construction workers should wear work clothing.
- Be sure that your clothes are neat, clean and wrinkle free.
- Avoid excessive make-up and jewelry
- Avoid strong perfume or cologne
- Never wear a hat, tank top, shorts, jeans or sandals.
- Never chew gum or eat candy
- Turn cell phones off and leave cell phones in the car.

Remember...Your attitude is reflected in what you say and how you say it!

Employers look for employees who:

- Have good eye contact
- Are enthusiastic and motivated
- Ask questions

Thank-You Letter/Card

A thank you note is the expected form of appreciation in many families and cultures. It is considered common courtesy to send a thank you note to individuals.

The same is true in the business world. People like to be thanked for their time and effort. Your job shadow host volunteered their time for you to be able to go into the workplace. They invested their personal time in preparing and demonstrating job skills because they care about your future. The hosts skill had to meet their own job deadlines. A thank you note will show your appreciation. It also builds good relationships with the workplace so other students will be invited back for a job shadow in the future.

1. Your letter will be one to two paragraphs long and should include no more than three short messages, such as:
 - a. Thank you for your time...
 - b. The most important thing I learned was...
 - c. What I enjoyed the most was...
2. End your letter with either “Thank you” or “Sincerely” and then sign your name.
3. Put your letter in an envelope and bring it to Mrs. Alley—I will mail it for you.

Sanborn Regional High School
Job Shadow Parental Consent and Medical Authorization

Student Name: _____

Address: _____

Phone Number: _____

In Case of Emergency

Primary Contact Person (Name/Phone Number): _____

Secondary Contact Person (Name/Phone Number): _____

Doctor (Name/Phone Number): _____

Preferred Hospital: _____

Your son/daughter has requested a Job Shadow experience at a workplace. He/She has been assigned to an employer, who will lead them through a position in the workplace. In order to participate, your child must return this consent form prior to the date of the job shadow. The employer must have a copy of this Consent Form the day of the job shadow.

Place of job shadow: _____

Date of job shadow: _____

Parent/Guardian Signature

Date

Sanborn Regional High School Job Shadow Agreement

Student Name: _____

Student Responsibilities:

1. Participate actively in the experience, asking questions, paying close attention to what is said and demonstrated, and take notes.
2. Complete all assignments; including sending a thoughtful thank you note to the employer.
3. Observe all safety rules and adhere to host industry's policies, as well as the school district's policies.
4. Adhere to proper behavior guidelines and dress appropriately for the experience.
5. Attendance for the experience is mandatory. You must notify the school, business and the Career Pathway Advisor if you are unable to attend this job shadow. Failure to attend (without notification) will result in an unexcused absence.

Parent/Guardian Responsibilities:

1. Encourage your child to be an active listener during the experiences and to discuss what he/she saw and did at the work site.
2. Make sure your child is dressed appropriately for the work world.
3. Provide transportation to and from the site.
4. Ensure that your child participates in the experience and completes the necessary reflection.

Yes No I grant permission for my son/daughter to travel using his/her own vehicle.

Yes No I grant permission for my son/daughter to be photographed while participating in the experience.

Yes No I grant permission for my so/daughter to receive emergency medical treatment.

Parent/Gardian Signature

Written Name

Date

**Sanborn Regional High School
Job Shadow Employer Information Form**

Student Name: _____

Date of Job Shadow: _____

Job Shadow Acquired Through: Career Pathway Advisor Personal Contact

Name of Company: _____

Name of Contact Person: _____

Title or Occupation: _____

Type of Business: _____

Address: _____

City/Zip: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

Career Pathway Advisor Approval: **Approved** **Denied**

Reason: _____

Teacher Signature

Date

