

St. Johns High School
Job Shadow Information

Name:

School Year:

Immediately after high school I will:

Pre-Job Shadowing Survey

Student: _____ Date: _____

Directions: After completing your research on this career, answer the following questions.

1. What type of education/training is needed after high school?
2. What are some benefits for this career?
3. What is the average salary for this career?
4. What are some of the job responsibilities for this career?
5. What are the working conditions/working environments like for this career?
6. What skills are needed for this career?
7. What is the opportunity for advancement like for this career?
8. What is the employment outlook for this career?
9. What other relevant information is there for this career?

Business Information

Name of business: _____

Business address: _____

Business phone number: _____

Name of contact person/mentor: _____

Contact person's job title: _____

Contact person's phone number: _____

Date of job shadowing experience: _____

Time of job shadowing experience: _____

Directions to job site: _____

Other important information: _____

Sample Confirmation Letter

Dear _____,

Thank you for allowing me this job shadowing opportunity. I will be coming for a job shadow on _____ (date) at _____ (time). The job shadow will end at _____ (time).

My goals for this job shadow are to identify job-related skills, responsibilities and requirements: explore a possible career area that is of interest to me; to be able to make connections between school and my future and to assist me in making an informed career decision.

Again, I appreciate you taking this time for me to participate in the wonderful experience out in the community.

Sincerely,

If you have any questions, please contact _____ (seminar teacher)
at _____ (seminar teacher's school phone number).

EMPLOYER EVALUATION

Date _____

Name of student: _____

Name of business: _____

Employer Name: _____

Employer Phone: _____

Please evaluate the student in the following areas on a scale of 1-4, 4 being the highest score.

1. Appropriate appearance: _____
Comments: _____

2. Punctuality: _____
Comments: _____

3. Appropriate behavior/attitude for situation: _____
Comments: _____

4. Appropriate use of questions: _____
Comments: _____

5. Student's interest in this career: _____
Comments: _____

6. Do you have suggestions for the job shadowing experience?

7. Would you be willing to be a job shadowing site in the future?

PARENT PERMISSION FORM: JOB SHADOWING

Dear Parent/Guardian,

We feel that encountering a job shadowing experience is beneficial for all students. Our goal is to have all of our students encounter at least one job shadowing experience before they graduate. Since your student will be providing his or her own transportation to the job-shadowing site, we need your signed permission. Thank you.

St. Johns High School Staff

My student _____, has permission to participate in a job shadowing experience to _____ on the following date: _____, during _____ hours.

Student Information

Student Name: _____ Date: _____

Career: _____ Career Pathway: _____

Contact person's name (career mentor): _____

Name of business: _____

Directions: answer the following questions. If there is not enough space, write your responses on another sheet and attached it to the page.

1. Please list any activities you participated in during your job shadow.

2. What did you like about this career?

3. What did you dislike about this career?

4. What did you learn about this career? Anything surprise you about this career?

5. What can be done to make the experience more meaningful?

6. What knowledge and skills are you learning in school that will be used on this job?

7. Was there enough time/too much time/too little time to get everything you wanted out of this job shadow experience? Explain.

8. Are you still interested in this career? Explain.

9. Did this experience give you any ideas about other careers? Explain.

10. How would you rate your overall experience? A B C D

Post-Job Shadowing Survey

Student _____ Date _____

Career Pathway _____

Directions: After completing your job shadowing experience, use your answers from the question sheets (questions you asked during the job shadow) to answer the following questions.

1. What type of education/training is needed after high school?

2. What are some benefits for this career?

3. What is the average salary for this career? _____

4. What are some job responsibilities for this career?

5. What are the working conditions/working environments like for this career?

6. What skills are needed for this career?

7. What is the opportunity for advancement like for this career?

8. What is the employment outlook for this career?

9. What other relevant information is there for this career?

Sample Thank You Letter

Date

Name of mentor
Name of business
Address
City, State Zip

Dear _____,

I want to thank you for providing me an opportunity to visit your business on _____(date) as part of my school's job shadow program. My visit was interesting and helpful. I participated in the job shadow to explore a career in the field of _____so I could decide if I was interested in pursuing a career in this field and the steps I would need to take to get there. The most interesting part of my visit was_____

Thank you again for providing me this opportunity to job shadow.

Sincerely,