

Job Shadowing Guide



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Introduction to Job Shadowing

Job shadowing is a school/community experience that allows students to observe people in the community as they perform their regular job duties. It is a school-sponsored career exploration activity which can begin in middle school and continue into high school. During a job shadow students observe an employee for a short period of time to learn about the business, industry or profession of the employee. Job shadowing is a short-term, school-supervised work-place learning opportunity, with an emphasis on exploration, not work. Since job shadowing is exploratory in nature, most students will benefit from several job shadowing experiences over the course of several years, until they become more focused on a career path.

The job shadowing experience should be planned to provide the student with the opportunity to explore all aspects of the business or industry as well as the specifics of the job they are shadowing. Students may practice hands-on tasks associated with the job, but may not perform productive work which benefits the employer. At the point at which they become productive, it becomes work experience, and students must be paid.

Job shadowing provides an opportunity for partnership between schools and businesses which will result in:

- ❖ an opportunity for students to experience “real life” work in a career field;
- ❖ motivating students to expand and meet their educational career goals;
- ❖ teachers developing a working relationship with the community;
- ❖ well prepared and motivated employees;
- ❖ an opportunity for students to see a relationship between their educational experience and career choice.

Workplace Supervisor’s Role

It is important for the supervisor to understand that job shadowing students are NOT present to work. They are there to observe and ask questions.

Upon agreeing to take a job shadowing student, the supervisor will:

- ❖ inform the student of any relevant policies or regulations at the worksite;
- ❖ answer any relevant questions about the profession or facility;
- ❖ direct students to the areas of their career interest;
- ❖ arrange for the actual job shadowing experience(s);
- ❖ monitor the student and contact the teacher should there be any problems;

Student Expectations

As part of the job shadowing experience, students will:

- ❖ dress according to the standards of the particular site;
- ❖ call the site before the scheduled time if unable to attend on the appointed day;
- ❖ arrive at the site at the agreed upon time;
- ❖ follow all guidelines and policies of the site;
- ❖ complete any school assignments related to the job shadowing experience;
- ❖ complete all required paperwork (permission, medical authorizations, etc.).

Examples of the kinds of assignments students may be asked to complete as a result of their job shadow:

- ❖ written report on a specific career;
- ❖ information about the job shadowing site: (emergency procedures, site fire plan, diagram of the facility, site personnel names and titles within department/floor);
- ❖ supervisor interview;
- ❖ a journal entry describing the site, the people, the work, and the environment;
- ❖ classroom oral presentation or poster presentation on careers represented at the job shadowing site.

Teacher's Role

The teacher will be responsible to see that all students participating in the job shadowing experience have met all of the criteria required prior to the placement of students on job shadowing sites.

The teacher's responsibilities and duties include:

- ❖ insure that job shadowing paperwork is completed, including insurance documentation by the school district prior to any student assignment;
- ❖ scheduling students and keeping records of the student names, dates of shadowing, sites, and supervisors;
- ❖ follow-up with worksites for feedback on the job shadow;
- ❖ monitoring completion of student assignments;
- ❖ being available in emergency situations.

Student's Job Shadowing Experience Sheet

Student: _____ Job site: _____

Dates of Job Shadow: _____ Department: _____

Total Number of Hours on the Job Shadow: _____

Person(s) shadowed: _____

1. Describe the job of the person you shadowed.

2. From your perspective (your interests, abilities, and goals) identify aspects of the job that were:
Positive:

Negative:

3. What training/education is required for this job and where can you get it?

4. List any classes at your school which might teach skills that would be necessary for the job you shadowed. (Include both class name and skills.)

5. Did the job shadowing experience influence your career choice/goals? How?

Student Signature: _____ Date: _____

Examples of Other Questions to Ask During Job Shadow

Introduction

- ❖ What is your occupation and job title?
- ❖ How did you become interested in this type of work?
- ❖ Why did you choose this career?
- ❖ How did you get your job with this company?

Qualifications

- ❖ What type of education and/or training were required for this job?
- ❖ What classes did you take in high school that prepared you for your job?
- ❖ Did you have to interview, take any tests, complete an internship or apprenticeship for this position?
- ❖ What kind of experience was required for this job?
- ❖ What personality traits are important for this job?
- ❖ What kind of technical knowledge is required for this job?
- ❖ How are technology demands increasing or changing?

Duties

- ❖ How many hours do you work in a typical week?
- ❖ Are certain times of the month or year busier than other times?
- ❖ What kinds of things are you required to do as part of your job?
- ❖ Are you required to supervise other employees as part of your job?
- ❖ Do you have to depend on others in order to accomplish your job?
- ❖ Do you take work home?
- ❖ Do you work a shift? What choices do you have in making your work schedule?

Salary and Benefits

- ❖ What are the salary ranges for different levels in this field?
- ❖ What types of fringe benefits are offered to you for your job?
- ❖ How are “raises” earned?
- ❖ What is the opportunity for advancement in this area?

Personal Satisfaction

- ❖ What do you like best about your job?
- ❖ What don't you like about your job?
- ❖ How has your company kept up with technology and progressive business management techniques?
- ❖ How does your job affect your time away from work?
- ❖ What are the job opportunities for this area of work?
- ❖ What kind of personal satisfaction do you get from your job?

Miscellaneous

- ❖ What advice would you give a student interested in this career?
- ❖ What changes do you see in this area within the next 5-10 years?

Workplace Supervisor's Job Shadowing Feedback Sheet

Student: _____ Job Site: _____

Date(s) of Job Shadow: _____ Department/Floor: _____

Type of Work Student Shadowed: _____

1. The student was on time: Yes No
Comments:

2. The student was dresses appropriately. Yes No
Comments:

3. General comments about student behavior:

4. I'd be willing to have another student job shadow. Yes No

5. I would like to be considered for:

Tours Mock Interviews Work Experience Career Presentations/Career Fairs

Other:

Workplace Supervisor's Signature: _____ Date: _____

Telephone Number: _____