

Zanesville High School Job Shadowing Experience

Students may have 3 College Visits or Job Shadowing Experiences during the Junior and Senior years.

What Is Job Shadowing?

Job shadowing is an experience **where you spend a day or a few days observing a professional on the job.** While job shadowing, you can easily learn about different jobs and help decide which careers you would enjoy the most. You can follow a doctor making her rounds in the hospital, observe a teacher conducting class, look over building plans with an architect, or something completely different, depending on who you shadow.

Job shadowing is popular with students because it **introduces them to different careers** and helps them decide which jobs would be the best fit for them. Job shadowing for high school students is especially helpful because knowing which jobs you enjoy **can help you decide on a major when you begin applying to colleges.**

Before Your Job Shadow:

- **Do some research on the company** so that you're prepared for when you arrive. Check the company's website to get this information. Learn basic facts such as what work they do, how many people they employ, and when they were founded. Also, read over the company's goals and mission statement if they have them to get a better sense of where you'll be working.
- If you know who you'll be shadowing, **research their position** as well so you have a better idea of what to expect when you shadow.
- **Be prepared to discuss yourself and your career goals.** If you're not sure about your career goals, that's fine too, just mention you're still gathering information if you're asked.
- **Prepare some questions you'd like to ask while shadowing.** These questions can be about the job itself, the career field, or advice you're interested in getting. Sample questions include:
 - What caused you to choose this job?
 - What do you like about this job? What do you dislike about it?
 - What makes a person successful at this job?
 - What classes can I take to help prepare me for a job in this field?
 - What skills are useful for this job?
- Make sure you know **where and when your job shadow will be taking place**, and confirm with someone from the company a few days beforehand.

During Your Job Shadow:

- Know how to get to the location and **allow extra time** to ensure you are not late.
- **Dress appropriately.** Unless you will be getting dirty, dress similar to how you would for a job interview. Don't wear t-shirts, shorts, or flip-flops.
- **Bring a notepad** so you can take down notes and things you learn.
- **Keep your phone off** during the job shadow and resist the urge to text or check your Facebook messages until you're back home.
- Be enthusiastic and participate in each activity suggested. **You want to learn as much as possible from this experience.**
- Speak to as many people as you can and **ask for their business cards** if you're interested in talking with them more.

- Shake hands and introduce yourself to every person you meet.
- **Remember to be respectful of people's time.** While most people you meet will be happy to talk with you, remember that you are at someone's workplace and they need to work as well, so try not to take up too much of any one person's time.

After Your Job Shadow:

- **Send thank-you notes** to the person or people you shadowed, and mention a few things you learned.
- **Write up a few sentences on your job shadow experience** for your own personal use. Describe what you did, what you enjoyed, what you didn't enjoy, and what you learned. This will be useful information to have in the future when you don't remember the details of your job shadow as clearly.
- **Store contact information and business cards** in a safe place so you can reference them if you need to contact the company again for more information, ask follow-up questions, or if you end up applying for a job there.

Key Facts About Job Shadowing

- Job shadowing is a great way to observe specific jobs and help decide which careers you are most interested in.
- Job shadows are a great opportunity for high school students because they can help you plan your future and decide what to major in at college.
- During a job shadow, you will observe a typical workday at the company.
- Your school can help you set up a job shadow, or you can contact companies you're interested in directly.
- Beforehand, research the company and career field you'll be observing so you can ask relevant questions.
- During your job shadow, make the most of the experience by speaking to as many people and participating in as many activities as you can.

blog.prepscholar.com/job-shadowing-for-high-school-students

Zanesville High School

Job Shadowing Request Form

Return this Form at least one day prior to your Job Shadowing Experience to the Counseling office

Name: _____

Grade: _____

Name of the person you will be shadowing:

Company/Business Information you will be shadowing:

Name: _____

Address: _____

Phone: _____

Date(s) you will be job shadowing:

Zanesville High School Job Shadowing Verification Form

_____ (Student) was here on _____ (date)
and completed a job shadowing experience at our organization.

Name of Organization: _____

Signature of Job Shadowing Mentor

Contact Information:

Phone: _____

Email Address: _____

Please briefly describe what you learned from this experience:

*****You must return this form to the School Counseling Office the day you return to school*****