

Student Edition

Inspire
Sheboygan
County

Job Shadowing

ACHIEVE

SUCCEED

IMAGINE

EXPLORE

DREAM

LEARN

LIVE

INSPIRE

CREATE



Student
Guide
16-2-4

Student Name:

This booklet provides schools and students with the tools to create a successful job shadowing program. If you are not sure what to do or where to start, this is your guide!

The job shadow process can be broken down into three major components:

- **Pre-Job Shadow**
- **Day of Job Shadow**
- **Post- Job Shadow**

This packet includes an overview of what to include in the job shadow process, as well as the details needed to be successful!

Pre-Job Shadow

- **Understand proper workplace behavior**
- **Curriculum Assignment**
- **Research careers on Career Cruising. What careers are listed as high interest to you? (look at career cruising online)**
- **Research 3 organizations in Sheboygan and determine what they make, sell and highlight the pro's and con's linked to your career interests. (look at career cruising for curriculum)**
- **Checklist**
 - a. **Complete release form & check with your school on forms needed.**
 - b. **Understand basic workplace expectations (see proper behavior at workplace)**
 - c. **Identify 1-3 careers to shadow**
 - d. **Make the request via INSPIRE system.**

Day of Job Shadow

- **Types of Questions to ask**
- **Identify the skills you need for each job**
- **Identify core skills needed to be successful at the company**
- **Observe and identify internal suppliers and customers**

Post Job Shadow

- **Send personal thank you's to every employee that spent time with you**
- **Complete an evaluation**
- **Write 1-2 page paper about what you like and did not like about the careers you visited? (What did I learn and does it fit with me?)**

Pre-Job Shadow

Understand proper workplace behavior.

Proper behavior at the workplace:

- **Be reliable**
- **Be prompt**
- **Be honest**
- **Have a positive attitude — be friendly, courteous, polite, and cooperative with workers and clients**
- **Notify the appropriate supervisor (your job shadow host) if you have to reschedule**
- **If you do not understand something, ask questions or ask for help**
- **Do not be on your cell phone**
- **Use proper language**

Grooming

Students are expected to be well groomed and to wear appropriate attire for most business/industry programs.

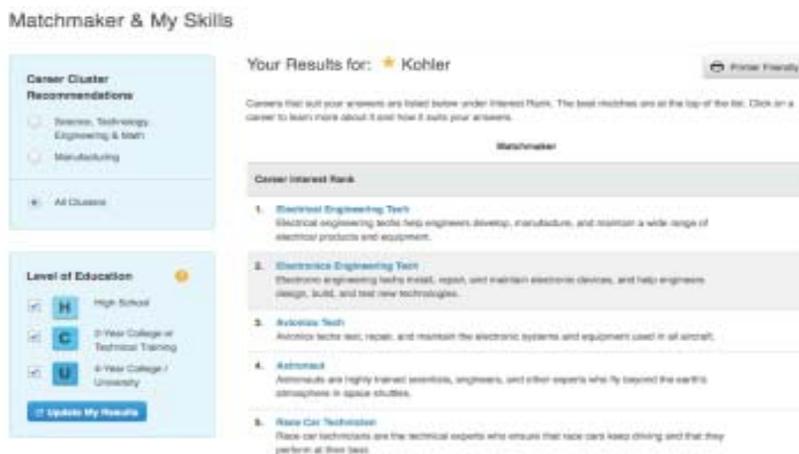
Please refer to your student handbook for appropriate dress guidelines for school.

Make sure to ask employers about their dress code, refer to information received during communications scheduling the job shadow.

Curriculum Assignment

- Research careers on Career Cruising. What careers are listed as high interest to you? (look at career cruising online)
- Research 3 organizations in Sheboygan that hire for your career. This can be found on each companies profile under the **who we hire** section.

Figure 1: High Interest Careers on Career Cruising



Pre-Job Shadow (cont.)

Figure 2: Job Aspects suitable for You

Electrical Engineering Tech [Save to My Plan](#)

Suitable for You? [Back to Matchmaker](#)

Career Matchmaker
Here's how your interests compare with the aspects of this occupation. This should give you an idea of what you may or may not enjoy about it.

Central Aspects	Your Response
Learning new hardware skills	<input checked="" type="checkbox"/> Like
Working with assembly or electronics	<input type="checkbox"/>

Secondary Aspects	Your Response
Understanding and using physics	<input checked="" type="checkbox"/> Like
Using mathematics to solve technical or scientific problems	<input checked="" type="checkbox"/> Like
Learning how machines work	<input checked="" type="checkbox"/> Like



Now that you know what your career interests are research 3 organizations in Sheboygan that hire that career. Things to find out about an organization include, what they make, what service to they provide, or what do they sell.

Figure 3: Related Companies

[Ask a Career Coach!](#)

Related Companies

[Activities in My Community](#)

Filter by Location

Select a Distance

Select a City

Showing 11 of 11

Select a company to learn more.

Company	Industry	Location
Bemis Manufacturing Company	Manufacturing Professional, Scientific, and Technical Services	Lenoir, NC Sheboygan Falls, WI
Curt G. Joa, Inc.	Manufacturing	Sheboygan F
Faith Technologies, Inc.	Construction Professional, Scientific, and Technical Services	Appleton, WI Kennesaw, GA La Crosse, WI Lenexa, KS Peshtigo, WI More...
Kohler Company	Manufacturing Accommodation and Food Services	Bristol, PA Brownwood, TX Hattiesburg, MS High Point, NC Huntsville, AL More...



Company Research Prior to Job Shadow



Career of Interest:

What companies hire for my Career?

What products/services do the company's make/sell?

What interests you the most in the careers you have shadowed?

What do you want to learn from this job shadow? (You can share this with your employer prior to attending the job shadow)

Requesting the Job Shadow

Upon completing your career research, it is time to select the careers you wish to gain a career experience with.

Log into your Career Cruising account and make the job shadow request to the company(s) you wish to visit.

Figure 4: Company Results

Showing 50 of 82

Select a Work-based Learning Activity to learn more.

Clusters	Type	Provider	Location
Company Tour	Company Tour	Bemis Manufacturing	Lenoir, NC Sheboygan Falls, WI
Educator Externships	Educator Externships	Bemis Manufacturing	Lenoir, NC Sheboygan Falls, WI
Guest Speaker	Guest Speaker	Bemis Manufacturing	Lenoir, NC Sheboygan Falls, WI
Job Shadow	Job Shadow	Bemis Manufacturing	Lenoir, NC Sheboygan Falls, WI

Figure 5: Make a Request

Abacus Architects, Inc.: Job Shadow

[← Back](#)

Are you interested in this Activity?

[✓ Make a Request](#)

What is a Job Shadow?

Students "shadow" (2-8hrs) one or more employees at a business site to learn the daily routines and activities of a particular job. Businesses and employees who host job shadows go about their regular work while discussing it with the student. The student

When you request the job shadow, please be as specific as possible. Include the following information:

- Name, email, phone, and grade.
- What career area(s) are you interested in shadowing?
- What days of the week/times work best for you?
- Are you the only one interested or will you be a part of a group?
- Please provide ample time for scheduling.

MILWAUKEE, WI

Date: Flexible
Application Deadline: None

Preferred Dates
Start Date [ln](#) End Date [ln](#)

Preferred Time
Start Time End Time

Additional Notes
Please indicate why you are interested in this Activity and include any details that would be helpful in arranging this Activity.

Job Shadow Checklist

Student Name:

STEP ONE: PREPARE FOR THE JOB SHADOW VISIT

Complete the curriculum assignments and career research through Career Cruising

- Request job shadow through INSPIRE Platform: See page 5 for information that needs to be included in request.
 - Complete required forms before your job shadow; check with your school for required release forms.
 - Complete the Parent Permission Form, Found in Appendix A
- Inquire about parking, first meeting location, and other items you may be unsure of with the job shadow host.

STEP TWO: DURING YOUR JOB SHADOW EXPERIENCE

- Arrive with the parent permission form completed to submit to employer. (Form in appendix A) T
 - Take notes. (Sample questions are provided in this document)
- Complete evaluations that are included in Appendix B and C.

STEP THREE: AFTER YOUR JOB SHADOW EXPERIENCE

- Complete reflection on Pg 10.
- Upload your reflection to Career Cruising or share with teacher/counselor
- Write a Thank You Letter/email to your job shadow host. (Sample on Page 9)



A Collaboration of educators and employers



Day of Job Shadow

What type of questions to ask:

1. How would you describe a typical day at your job?

2. In what way are the following work habits important for this job?

*Following directions, being accurate, participating as a team member, working independently, communication.:

3. What education, skills and training do you need for this job?

4. What are your job responsibilities?

5. What kinds of behavior can get an employee fired at this place of business?

What inspires you?

www.inspiresheboygancounty.org

Day of Job Shadow (cont..)

Other common questions to ask:

- What is your job title?
- What hours do you work?
- Describe a typical day at work.
- What is the most interesting part of your job?
- What does your supervisor expect of you each day?
- What is the hardest part of your job?
- Why did you choose this job?
- What is the salary range for this occupation?
- Do you work alone or with other people?
- How would you describe the people who work here in terms of age, gender and ethnic or racial backgrounds?
- What skills are necessary to be successful?
- How has the increase in technology affected this job?
- How did you get training for this job?
- Where would you suggest I get training?
- How do you think this job will change in the next five years?
- In the next ten years?

Notes:

What inspires you?

www.inspiresheboygancounty.org

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Post Job Shadow

Send Thank You's:

Writing a thank you letter to your host is very important to show your appreciation. When you write your letter, remember to do the following:

1. Be neat.
2. Watch your spelling and grammar.
3. Begin your letter with a sentence that specifically thanks the employer or company for allowing you to visit the company or business. For example, "Thank you for taking time out of your schedule to serve as a job shadow mentor for the afternoon."
4. State something specific that you learned or enjoyed during the job shadow. For example, "I learned a great deal about how an engineer uses computers, and I really enjoyed taking a tour of the facility."

Sample Email

Dear Mr. Smith:

Thank you for allowing me to visit you yesterday. I realize that this took time away from your regular responsibilities, and I am grateful for all the information that you were able to provide regarding your job at ACME.

Last night, I talked to my family about my experience at ACME. I became more convinced that I want to become an accountant. I am glad you gave us ideas about which classes we should take while in school. I plan to take more math and computer classes next year as you suggested.

Thank you again for giving me this valuable learning experience.

Sincerely,

Sam T. Student
Juneau Douglas High School

*****Please hand this completed form to your job shadow host when you arrive for your shadow.**

PARENT/GUARDIAN JOB SHADOWING CONSENT FORM

Permission to Participate in Workplace Job Shadowing

My son/daughter, _____ may participate in a Job Shadowing experience which will
Name

take place at _____ located at _____
Business Address

With _____ Phone No. _____ On _____
Contact Person Date

Between the hours of _____ a.m. and _____ P.m.

Printed Parent/Guardian name

Parent Home Phone number

Signature of Parent/Guardian

Date: _____

Travel to the Workplace

I understand that my son/daughter, _____, will be responsible for his/her own transportation to and from the Job Shadowing site.

Signature of Parent/Guardian

Date: _____

Photo Release

I grant the workplace permission to photograph my son/daughter, _____
Name

for promotional and educational purposes. _____
Yes No

Signature of Parent/Guardian Date: _____

Post Job Shadow Review of Student

Appendix B: Employer: Complete and evaluate student, soft-skills report card:

Student Name:

Return to:

Evaluator Name:

Nikki Kiss

Business Name:

nkiss@inspiresheboygancounty.org

621 S. 8th St. Sheboygan, WI 53081

Date:

	Check One	Comments
Was the Student on time to the job site?	Yes or No	
Was the student's conduct appropriate?	Yes or No	
Did the Student communicate clearly and ask good questions?	Yes or No	
List the strengths you observed in this student:		
List the areas of opportunity you observed in this student:		

Thank you for taking time to help students. Your response will help students to make improvements.

Post Job Shadow Review of Employer

Appendix C: Complete an evaluation of your job shadow.

Student Name:

Return to:

Host Name:

Nikki Kiss

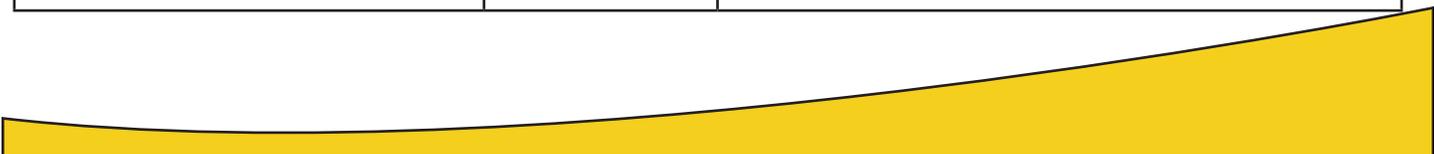
Business Name:

nkiss@inspiresheboygancounty.org

Date:

621 S. 8th St. Sheboygan, WI 53081

	Check One	Comments
Was the host on time and prepared?	Yes or No	
Did the host act in a professional manner?	Yes or No	
Did you get what you thought you would out of this experience?	Yes or No	
Would you be interested in other opportunities with this company?	Yes or No	



“Don’t ask what the world needs. Ask what makes you come alive, and go do it. Because what the world needs is people who have come alive!”

-Howard Thurman

