

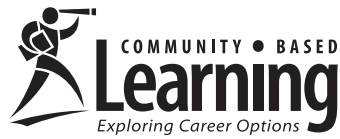
JOB SHADOW

LEARNING JOURNAL

Student Name _____

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Job Shadow: Learning Journal

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Job Shadow Learning Journal

Choosing a career interest is part of the career planning process. Participating in a job shadow with someone who practices your career interest is an excellent first step.

This resource is intended to support students in their career-decision-making journey and includes pre-planning and reflection activities, which are essential to a successful job shadow. Enjoy this experience!

The Job-Shadow Learning Journal is designed to support students in recording and reflecting upon their job-shadow experience. Teachers may wish to have students use a learning journal throughout their job-shadow, or provide students with specific activities. No two job-shadow activities are the same. Students differ and the opportunities provided by the person being job-shadowed may vary from one day to the next. It is essential that use of the resource be flexible.

Job-Shadow Responsibilities

- The job shadow must be related to a field of interest.
- The job shadow is preferably arranged by the student or his or her family (the teacher will provide assistance).
- Students are responsible for notifying their teachers of missed time or class work due to participation in a job shadow.
- Pre-job-shadow assignments and post-job-shadow reflections should be completed.
- The student will share job-shadow experiences with the class.
- Thank-you notes should be sent within a week of the job shadow.

Pre-Job-Shadow Assignment 1

Student Name: _____ Date: _____

1. Identify a specific occupation you would like to shadow. _____

2. Why are you interested in this field? _____

3. What do you think the average day of someone in this field looks like (duties, tasks, responsibilities)?

4. Identify three companies you could contact for a job-shadow placement.

Name of Company	Address	Phone Number

5. Making a “cold call” to a company to ask if you can job shadow may not be an easy task. However, most people are happy to talk to someone interested in their field of work. Often, the hardest part is picking up the phone. Preparing a script to guide you, such as the sample script below, can make it easier.

Hello, my name is ... I am taking a high school course on careers, and I've been asked to research an occupation I'm interested in. I chose the occupation ... Is there someone in your company who would be willing to answer a few questions? I don't think it would take more than about 10 or 15 minutes. We could do it over the phone or I could meet with you if you would prefer.

Be sure to ask questions about anything you don't understand. At the end, thank the person you interviewed. You may also wish to write a thank-you letter to the person you interviewed.

Notes: _____

Pre-Job-Shadow Assignment 2

Student Name: _____ Date: _____

Location of Job Shadow: _____

Type of Job: _____

1. Give four reasons why you are interested in a job in this field (point form).

2. Describe in a paragraph what you think this experience will be like.

3. List three things that you would like to see or try while there (point form).

4. What education is needed for a job in this field?

5. What is the average salary?

6. What does labour market information predict about jobs in this field?

7. Give three reasons why the person interviewed likes his or her job.

Job-Shadow Record

Student Name: _____ Date: _____

Name of Company/Placement: _____

Job Shadowed: _____

1. Explain in detail why you chose to go to this placement. Given your current education and skill set, defend this choice as a realistic career option.

2. Describe the types of duties you saw being performed at the workplace today.

3. What kind of technology is used at this work site? Are you familiar with any of this equipment? (Be specific.)

4. What kinds of skills did you see being employed? Think in terms of knowledge/technical skills (e.g., computers, machinery) and personal/transferable skills (e.g., organization, communication). Which ones would you have felt comfortable demonstrating? Why?

5. Based on what you have learned today, in what way(s) would you say you have the proper skill set to be successful in this career? What areas do you still need to work on?

6. If you were to choose to follow this career path, what would you have to do?

7. What was the most interesting thing you learned about this career today?

8. What were your overall impressions of the day?

9. In conclusion, are you more/less interested in a career in this field? Why?

Post-Job-Shadow Assignment

Respond to each of the following statements by rating your experience and describing it in complete sentences.

1=Poor 2=Fair 3=Good 4=Very Good 5=Excellent

1. I observed an occupation I am interested in. 1 2 3 4 5

Please describe:

2. This experience helped me to think about my career options. 1 2 3 4 5

Please describe:

3. I learned what general skills are needed to perform this job. 1 2 3 4 5

Please describe:

4. The person I shadowed fulfilled my job-shadowing expectations. 1 2 3 4 5

Please describe:

5. I rate my overall experience as: 1 2 3 4 5

7. It is important to thank the employer who supported your job-shadowing experience. In the space provided, draft a letter to your employer to show your appreciation. Once you have completed your letter, share it with a classmate for feedback, editing, and revision.

Your name and address:

Date: _____

Name of Employer: _____

Title: _____

Company: _____

Address: _____

Dear _____:

Sincerely,

Your first and last name

5. What have you learned about this career that you did not know before?

6. Have you reconsidered this field and if so, why? If you plan to continue in this career area, what changes, if any, will you make to your future educational/training plans?

7. What were the three things you liked best about the job?

8. What are three things that you disliked about the job and why?

Job-Shadow Student-Host Reflection

Student Name: _____ Date: _____

Name of Company: _____

Job Shadowed: _____

Name of Person Shadowed: _____

The following questions need to be answered during your job-shadow experience. Please do not simply sit and ask the questions outright. Find the opportunity to gather as much information as possible throughout the day and then present your responses in full and thorough sentences. Some questions can be answered in very simple sentences, while others will require a lot more thought and detail.

1. How did the person you are shadowing come to be in the position he or she is in?

2. What training or education did the person have before entering the position?

3. What training or education has the person had since first starting the position and why did he or she complete that additional training? If no training has been completed, would this person advise additional training for the position?

4. Describe the duties of the position.

5. What are the work hours of the position?

6. What does the person shadowed enjoy most about the position and why?

7. What does the person shadowed enjoy least about the position and why?

8. Are there opportunities for advancement? If so, what are they?

9. What advice would this person offer you as a student who is considering pursuing this field?

10. What did you enjoy most about this job-shadow experience? Why?

11. What did you enjoy least about this job-shadow experience? Why?

12. Would you consider a different job-shadow placement for your next opportunity?
Why or why not and what might you consider?

13. What are two things you learned while job shadowing?

14. Did you consider this a beneficial experience? Why or why not?

LifeWork Portfolio Considerations

Your LifeWork Portfolio must include a resumé and may include documentation (artifacts) of your

- career explorations
- career-related projects
- certifications/credentials
- computer literacy skills
- co-operative education experiences
- education
- employability skills, such as fundamental personal management and teamwork skills
- hobbies
- interests
- job-shadow experiences
- service to the community
- sports
- volunteer experience
- work experience

Job shadows are one form of community-based learning. The intent is to explore career interests and use those experiences to bring more focus to the career planning process. Information from this journal, and reflection on other forms of community-based learning, will be useful in LifeWork Portfolio development.

