



## Career Shadowing Guidelines

### What is Career Shadowing?

Career shadowing offers students up to two opportunities a year as an excused absence in order to interact with a professional. A student may:

- ✓ Gain firsthand career exposure
- ✓ Observe the working environment
- ✓ Ask pertinent questions
- ✓ Perform non-hazardous duties
- ✓ Receive suggestions for future coursework
- ✓ Glean a realistic view of a career

### Student's Responsibilities BEFORE the Job shadow:

1. **Make the COMMITMENT** to show up, ask questions, actively participate and act professionally. Remember, your contact will be taking time out of his/her work day for *you*, to help *you* learn about the field!
2. Decide the field(s) you would like to shadow in and talk with parents, friends and neighbors to identify local contacts in the field(s).
  - a. You can refer to your Ohio Means Jobs profile for suggestions. For more ideas of jobs best suited to your interests and skill set, please visit <https://www.onetonline.org/> or <https://ownyourskill.org/>
3. Determine your availability based on your school, work and extracurricular schedule. If a parent will be driving you to and from the site, please consider his/her availability, as well.
4. Reach out to the company to arrange a shadowing date.
  - a. Keep in mind that transportation is the responsibility of the student/parent. Consider your ride's availability.
5. Print the [MHS Career Day Shadowing Forms](#) packet in order to interview your supervisor and record answers, be evaluated by your supervisor and complete the permission form.
6. Complete your [Application and Permission to Career Shadow](#) form at least 3 days before your scheduled visit in order to arrange an excused absence. This is where you will upload your signed permission form to participate (last page in packet). You will receive a confirmation that your submission was received which means you can continue with the next steps in this process.
7. Inform all teachers of your scheduled absence prior to the date. You will be responsible for obtaining and completing all missed work as a result of missed class time while participating in day shadowing.
8. Plan out your visit. ***Be sure you have a clear idea of where you are going and how long your travels will take from your home. Safety First!***
9. Have a parent/guardian call in your absence as job shadowing on the date of your experience.



### **Student's Responsibilities DURING the Job Shadow:**

1. Be punctual! Arrive at least 5 minutes prior to your scheduled start time.
  - a. *If you can't make it due to illness, hazardous weather, car troubles, etc., please call your contact at the site in order to cancel! Inform your school and shadowing advisor that you have canceled. Report any absence as now being due to illness. Work to reschedule!*
2. Be courteous and polite.
3. Keep in mind that this is a place of business and maintain professional behavior throughout the job shadow experience.
4. Do not bring cell phones/cameras into the business during the job shadow.
5. Follow all safety rules.
6. Follow and respect the employer's privacy policies and business rules, particularly if at a medical site.
7. Dress appropriately for the workplace/position to be shadowed. If you are not sure how to dress, please ask your site host when scheduling.
8. Ask questions about the business and related career opportunities and complete the Supervisor Interview. You may want to keep forms pages 2-4 and a pencil in a folder to keep it in good condition. You will look very prepared to take notes!
9. Have your supervisor complete the Student Evaluation form that you have already printed (page 4 of packet).

### **Student's Responsibilities AFTER the Job Shadow:**

1. Complete and turn in all missed classroom assignments by their due date.
2. Complete the [Student Interview of Site Host, Site Evaluation and Reflection](#) form within 3 days of your shadowing experience. You will receive confirmation that your response was received and should continue with the next steps.
3. Complete and send a thank you note to the company/supervisor.
4. Schedule a meeting with a counselor/administration of your choice within a week to discuss the experience and discuss your next steps.
5. ***Failure to complete and submit all necessary Career Shadowing forms may make you ineligible to participate in future career shadowing opportunities and will cause your absence to be marked unexcused.***

### **Career Shadowing Do's and Don'ts**

#### **DO....**

- Complete the [Career Shadowing Application and Permission](#) before and [Student Interview of Site Host, Site Evaluation and Reflection](#) form after the experience.
- Ask pertinent questions
- Bring lunch or lunch money (in case of cafeteria)
- Call/email both your contact and school attendance if you need to cancel

#### **DON'T...**

- Ask about individual salary
  - Generalize (In today's field, what is an estimated starting salary?)



Projected earning potential after x number of years?)

- Be late
- Wear jeans/tennis shoes unless specified
- Be shy

## Career Shadowing Worksheet

In order for you to prepare to secure your spot for shadowing, please complete the following:

### *First choice*

Field	
Local company	
Contact at company	
Phone	
Email	

### *Second choice*

Field	
Local company	
Contact at company	
Phone	
Email	

### *Third choice*

Field	
Local company	
Contact at company	
Phone	
Email	



You may talk with your counselor/administration if you are having difficulty finding a connection in your fields of interest.

### *Availability*

Best days of the week:	
After school availability (practices/work):	
Weekends:	
Days school is not in session that you are available:	
Unavailable dates during the school day?	
Days that a parent/guardian is unable to drive me to the shadowing site?	

### **Contact potential sites to arrange your shadowing.**

Sample email/phone script with information to include:

Dear Dr./Mr./Mrs. (contact last name here),  
I am a(n) \_\_\_\_th grade student at Medina High School with an interest in pursuing a career in \_\_\_\_\_. Your contact information was provided to me by \_\_\_\_\_ who I know from \_\_\_\_\_. I was hoping (insert the company name here) would be able to host for me a day shadowing experience some time during (the month of/week of \_\_\_\_\_). My best days to visit (company name) would be \_\_\_\_\_, and I am not available on (insert day(s)).

Thank you for your consideration.

Sincerely,

Student First and Last Name

\*If you have to leave a phone message, remember to leave your name, the reason for your call and a phone number that the person can reach you at when returning the call.

\*Once your date and times are confirmed, please share your parent/guardian's contact information in the event of an emergency during your day of shadowing.