



A+ JOB-SHADOWING FORM

Before the shadowing experience, turn this Application into the A+ Office so that the coordinator may retain a copy of the student's file. Job-Shadowing is an opportunity for you to spend a day with an individual in a chosen occupation to become familiar with the duties and physical setting of that career. Don't be afraid to think outside the box when selecting your Job-Shadow placement.

TO BE COMPLETED BY STUDENT:

Student Name:

Student #:

Students' High School (circle): Central North South West Fern Ridge

TO BE COMPLETED BY THE PERSON BEING SHADOWED (This person may not be related to the student)

Name of Person Being Shadowed:

Name of Business:

Title:

Phone:

Email:

Actual Location of Job Shadow Site:

Career Cluster/Industry: (Please check one)

- | | |
|--|--|
| <input type="checkbox"/> Agriculture, Food, and Natural Resources | <input type="checkbox"/> Hospitality and Tourism |
| <input type="checkbox"/> Architecture and Construction | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Arts, Audio Visual Technology, and Communications | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Business, Management, and Administration | <input type="checkbox"/> Law, Public Safety, Corrections and Security |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Marketing, Sales, and Service |
| <input type="checkbox"/> Government and Public Administration | <input type="checkbox"/> Science, Technology, Engineering, and Mathematics |
| <input type="checkbox"/> Health Science | <input type="checkbox"/> Transportation, Distribution, and Logistics |

Date of the Job Shadow:

What time will the student shadowing take place:

Brief Job Description:

Detailed Directions to Site for Student:

Detailed parking instructions (including costs):

Where is the student supposed to report on the shadow date?

Lunch arrangements (including approximate cost)

Dress Code for Student (Please Check One):

- ☐ Business Casual (Dress Slacks)
- ☐ Casual (Jeans, Tennis Shoes)
- ☐ Professional (Dress, Suit)
- ☐ Other (Please Specify):

Signature of Job Shadow Person (Your signature indicates that you have agreed to have this Parkway student job shadow you on the stated date).

Print Name: _____

Signature: _____ Date: _____

If you have any questions or concerns, please contact the A+ Coordinator in the corresponding building listed below:

Parkway Central
Nana Prange

Parkway North
Jocelyn Page

Parkway South
Rodney Holtmeyer

Parkway West
Jeff Duncan

Fern Ridge
Kim Garavaglia
& Mary Alhoff



A+ JOB-SHADOWING ATTENDANCE AND COMMENT SHEET

Student Name:

Name of Contact Person:

Name of Workplace:

Address/Location of Workplace:

Career/Type of Work:

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To be filled out by the Contact Person.

Time Student Arrived: _____ Time Student Departed: _____

Dates: _____ Total Hours Student was at WorkPlace: _____

Please comment about this student being at your workplace today:

☐
☐

YES! I want to remain in your database as a Job-Shadowing Contact Person.
NO, Please remove me from your database.

Signature of Contact Person:

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STUDENTS: PLEASE COMPLETE ON A SEPARATE SHEET OF PAPER

1. Describe what you observed while on your shadowing visit.
2. What did you learn that most surprised you during your shadowing visit?
3. What did today's visit teach YOU about this career choice?
4. How do you plan to express appreciation to the individual or workplace you visited?
5. What comments or suggestions do you have for other students who participate in job shadowing?



A+ JOB-SHADOWING THINGS YOU SHOULD KNOW...

1. Review your job shadow application. If you are unclear about any part of the instructions, call your shadow site to verify the shadow day, the exact location of the office/business, where you enter, parking details, etc. Keep this instruction sheet until your shadowing day. You can use this when writing your thank-you letter. It is a good idea to take a “practice run” to your shadow site before your visit.
2. If you are ill and must be absent on a job-shadow day, please notify the A+ Coordinator in your building. For an excused absence, you will need a note from your doctor. You are also responsible for contacting your job shadow person and telling them you will be unable to attend due to illness.
3. ON YOUR JOB-SHADOW DAY: Get up early enough to allow sufficient time to get ready and arrive at your job shadow site 15 minutes early. Unless you have special arrangements, you are expected to dress PROFESSIONALLY. To dress professionally means you may wear dress pants, skirts, or dresses. Skirts should be no shorter than *slightly* above the knee. Gentlemen should have shirts tucked in and should not sag. Look your best because you represent Parkway. Do not chew gum while you are visiting.
4. Take your “Job-Shadowing Attendance and Comment Sheet” with you on your job shadow day. Give it to your supervisor when you arrive and tell them that you need it to complete and return to you before leaving. The contact person needs to complete the middle section.
5. Bring your lunch or money with you to purchase lunch.
6. You may need money for parking.
7. You may take your cell phone but **not** have it on during the job-shadowing experience.
8. Complete the bottom half and #1-5 on the “Job-Shadowing Attendance and Comment Sheet” on a separate sheet of paper when you get home from your shadow experience. This sheet is to be returned to the A+ Coordinator in your building NO LATER than 2 WEEKS AFTER YOUR SHADOW.
9. Write a personal thank you letter to your contact person NO LATER THAN 2 WEEKS AFTER YOUR SHADOW.
10. If you have any questions contact your A+ Coordinator:
 - o Parkway North High School: Jocelyn Page
 - o Parkway South High School: Rodney Holtmeier
 - o Parkway West High School: Jeff Duncan
 - o Parkway Central High School: Nana Prange
 - o Fern Ridge High School: Kim Garavaglia & Mary Alhoff