

Lakeland High School

Job Shadow Packet



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Lakeland High School Job Shadow Program: Job Shadow Checklist

BEFORE THE JOB SHADOW EXPERIENCE

*Complete the **Job Shadow Pre-Approval/Exploration** form*

Parent/guardian signature required

Return completed form to Counseling Department

*Complete the **Student Responsibilities** form*

Review this form with parent/guardian to understand expectations of program

Student and parent/guardian signatures required

Return completed form to Counseling Department

*Contact Job Shadow Site and complete **Job Shadow Site Information** form*

Complete form with all Job Shadow Site information (contact the Counseling Department if having difficulty contacting and/or finding a Job Shadow site)

Student and parent/guardian must initial to certify understanding of transportation requirement

Student must mail or e-mail **Job Shadow Supervisor Responsibilities** form to person(s) who he/she will be shadowing, recording the date it was sent.

Student and parent/guardian signatures required at bottom of form

Return completed form to Counseling Department

*Complete **Legal Waiver** form*

Parent/guardian and student signatures required

Return completed form to Counseling office

Confirm details of Job Shadow experience with Job Shadow Supervisor no less than three (3) days prior to the date of Job Shadow experience by phone

Confirm date, times, dress code, lunch options, check in location, or any other special instruction or directions needed to be known before arriving on the day of your experience

Lakeland High School Job Shadow Program: Job Shadow Checklist (continued)

DAY OF THE JOB SHADOW EXPERIENCE

Dress appropriately, as discussed with your Job Shadow Supervisor

Know your plan for lunch before leaving home and be prepared

Arrive to your Job Shadow Site on time (5-10 minutes early is recommended)

Follow all directions, rules, regulations, and guidelines described by your Supervisor that are expected of employees at the site.

Listen, be attentive, and don't be afraid to ask questions. Make the most of this opportunity!

*Complete the **Interview** portion of the **Job Shadow Report** form with your Supervisor.*

*Give **Job Shadow Verification Form** to your Supervisor for him/her to fill out and bring home with you at conclusion of experience*

AFTER THE JOB SHADOW EXPERIENCE

*On the next day of school, return the **Job Shadow Verification** form to the main office; this is necessary for attendance purposes*

*Complete the **Reflection** portion of the **Job Shadow Report** and return the completed form to the Counseling Department within one week of completing your Job Shadow experience.*

Follow up with your Job Shadow Supervisor by writing a "Thank-You" note.

Lakeland High School Job Shadow Program: Pre-Approval and Job Shadow Exploration Form

****This part must be completed and returned to the Counseling Office before moving on to any other parts.****

Parent/Guardian Permission to Pursue Job Shadow

I give permission for my child to begin the Job Shadow process which will include the following steps and responsibilities:

- 1) Complete a Career Inventory and/or research potential career areas that may interest him/her as well as local organizations that offer careers in these areas. Fill out the bottom of this form to summarize your findings.
- 2) Meet with the Counseling department to express interest in a Job Shadow experience and review job Shadow Exploration to discuss career areas of interest and possible sites that could offer an opportunity to observe that career in action. *The Counseling Department can help in offering recommendations for appropriate Job Shadow locations if you do not already have one in mind.
- 3) Contact Job Shadow sites discussed with the Counseling Department to try and set up Job Shadow experience understanding that all necessary forms, waivers, and agreements must be submitted and approved by a high school administrator no later than one week prior to the date of the Job Shadow experience. *The Counseling Department will assist with contacting and setting up the Job Shadow site if a student is having difficulties.

Parent/Guardian Name (Printed)

Student Name (Printed)

Parent/Guardian Signature

Date

Job Shadow Exploration (to be filled out by student)

List academic areas of interest	List extracurricular areas of interest
List potential career areas of interest	List possible Job Shadow Sites

Lakeland High School Job Shadow Program: Student Responsibilities

To ensure both our student participants and cooperating businesses/organizations are able to make the most out of this Job Shadow experience, it is important you understand what is expected of you before, during, and after your day of shadowing. All student participants and their parents/guardians are expected to understand, accept, and comply with the following responsibilities:

BEFORE THE JOB SHADOW

- Complete all necessary activities and paperwork to set-up the Job Shadow experience in the order of steps outlined in this packet and obtain all necessary signatures. This includes making the initial contact with the business/organization.
- Mail and/or email a copy of the “Job Shadow Supervisor Responsibilities” to your host at the Job Shadow site upon getting all approvals (but no later than one week before your scheduled experience).
- Contact the business/organization a few days prior to your Job Shadow experience to ensure the agreed upon day/time works. It is also important to confirm what time you need to be there; where you should go upon arrival; what kind of dress attire is required; and what is suggested to do for lunch. *If your site is unable to host you on the scheduled day, let a high school administrator and/or school counselor know; we will work together to arrange a new day/time. If this occurs, you are expected to be in attendance at school.*
- Ensure that you (and your parents/guardians) have arranged an appropriate source of transportation to and from the Job Shadow Site. *The school does not provide transportation.

DAY OF THE JOB SHADOW

- Dress in accordance with the suggestions offered by Job Shadow supervisor.
- Have a plan for your lunch (bagged lunch from home; money to purchase lunch).
- Arrive to your Job Shadow site on time (try to arrive at least 5-10 minutes early).
- Follow all directions, rules, regulations, and guidelines described by your Supervisor that are expected of employees at the site.
- Complete the *Interview* portion of the “Job Shadow Report” form with your Supervisor.
- Give the “Job Shadow Verification Form” to your Supervisor for him/her to fill out. Your Supervisor will fill out this form and return it back to you.
- Represent Lakeland High School positively and professionally. It is important to be polite, respectful, and attentive. This Job Shadow experience gives you an opportunity to make a good first impression with who could be a potential employer in the future. As an ambassador for Lakeland out in the work field, show them what it means to be a part of the TRIBE!

AFTER THE JOB SHADOW

- On the next day of school, return the “Job Shadow Verification Form” to the main office.
- Complete the *Reflection* portion of the “Job Shadow Report” and return the completed form to the Counseling Department within one week of completing your Job Shadow experience.
- Follow up with your Job Shadow Supervisor by writing a “Thank-You” note.

All necessary forms for this Job Shadow Experience are included in the following pages of this packet.

Parent/Guardian Name (Printed)

Student Participant Name (Printed)

Parent/Guardian Signature

Student Participant Signature

Date

Lakeland High School Job Shadow Program: Job Shadow Site Information

Student Name _____

Name of Company/Organization:

Address of Company/Organization:

Phone Number of Company/Organization:

Name of Job Shadow Supervisor (Employee overseeing student participant):

Email & Phone Number of Job Shadow Supervisor (if available):

Career to be Explored:

Expected Time for Job Shadow Experience:

_____ : _____ AM/PM to _____ : _____ AM/PM

Signature of Approval from Job Shadow Supervisor

Signature: _____

Date: _____

Since the school district does not provide transportation to/from Job Shadow sites, the student participant and parent/guardian have identified and arranged an appropriate source of transportation that will be able to drop off and pick up the student participant from the Job Shadow Site. (Initial Below)

Student Participant Initials _____

Parent/Guardian Initials _____

☐ Checking this box certifies that I sent my Job Shadow Supervisor a copy of the **Supervisor**

Responsibilities form on _____ by way of _____.
(Date Sent) (Form of Communication Used)

Parent/Guardian Name (Printed)

Student Participant Name (Printed)

Parent/Guardian Signature

Student Participant Signature

Date

Lakeland High School Job Shadow Program: Supervisor Responsibilities

First and foremost, let us say “Thank you!” On behalf of the Lakeland School District, we thank you for being a part of our Job Shadowing program and allowing students to get an opportunity to explore potential careers and see how their academic work can support their future plans. This one day our students get to spend with you can play a very large role in helping shape their future. Having that impact also comes with great responsibility. To ensure that both you and our students have a positive experience, we ask that you review the responsibilities and expectations we outline for our Job Shadow Supervisors.

Supervisor Responsibilities

- Review directions, rules, regulations, guidelines, and expectations with student participants either before the job Shadow experience date and/or at the beginning of the Job Shadow experience.
- Guide the student participant on a tour of the Job Shadow Site, if possible.
- Allow the student participant to engage in “A Day in the Life” of your job. Allow them to experience as much as possible to really get a true sense for the job entails. The simple, daily functions of your job are just as important as those that are fascinating and eye-opening. We want our students to get a feel for both your job responsibilities as well as the responsibilities that come with any job in the workforce.
- Student participants, with your permission, may assist with small tasks, but anything that requires special trainings, certifications, or knowledge should only be observed by our student participants, not engaged in. Please remember, these experiences are mainly meant for students to listen, observe, and absorb what is going on around them. Being able to see how you work and how you handle yourself on a daily basis is most important. With our student participants, we stress the importance of observing and listening.
- Allow the student some time to ask questions to further understand your career and what they might have seen that day.
- Fill out the “Job Shadow Verification Form” and send home with student before they leave. This is a requirement for our student participants to hand in upon returning to school the next day. The student participant will bring this on the day of the Job Shadow experience.
- Attend to the safety and well-being of our student participants at all times. Student participants are not to leave the Job Shadow site and should always be under your guidance and supervision.

We take great pride in our students’ work, abilities, and accomplishments and appreciate your efforts in supporting our goals and missions here at Lakeland High School. If for any reason you need to get in touch with a school district employee before, during, or after the Job Shadow experience, please refer to the following contact numbers.

Lakeland High School Main Office	570 – 254 – 9485 EXT 2000
Lakeland High School Guidance Department	570 – 254 – 9485 EXT 2002
Lakeland High School Principal: Mrs. Carmella Bullick	570 – 254 – 9485 EXT 2010
Lakeland High School Asst. Principal: Mr. David Rosenkrans	570 – 254 – 9485 EXT 2011

Thank you again for your support of the educational programs here at Lakeland High School. We hope you enjoy your Job Shadow experience and look forward to building a positive relationship with you and your organization for the future.

Lakeland High School Job Shadow Program: Legal Waiver

As a student participant in the Job Shadowing Program, I promise to conduct myself in accordance with all rules and regulations of the Lakeland Junior/Senior High School.

I understand that this program includes leaving school during school hours and, potentially driving myself to a site off campus for the Job Shadowing experience.

I understand that Lakeland School District Board of Education, its officers, agents, and employees reserve the right to terminate my participation in a Job Shadow experience at any time for failure to behave and act in accordance with the rules, regulations, and policies of the Lakeland School District, or to follow instructions and directions, or for any of my acts that may be considered unsafe or detrimental to the program.

In consideration for being allowed to participate in any way in a Job Shadowing Program, we agree to the following:

- The parent(s) and/or legal guardian(s) acknowledge and fully understand that each participant will be engaging in activities outside the supervision of school staff, potentially including driving himself or herself to and from the off-site location, that may result in injury, including permanent disability, death, and severe social economic issues which might result not only from my own actions, inactions, or negligence but those of others. Further, there may be serious risks not known to us or not reasonably foreseeable at this time which may result in injury.
- The parent(s) and/or legal guardian(s) assume all the foregoing risks and accept personal responsibility for the damages following injury, permanent disability, or death.
- I am aware that in offering to drive myself, that I assume a personal and legal responsibility that is mine for myself. I have conferred with my insurance representative about the adequacy of my coverage for this and accept this responsibility, realizing that it may cause me to be held liable in the event of accident or injury to myself.
- The parent(s) and/or legal guardian(s) hereby waive, release, indemnify, and forever hold harmless the Lakeland School District, its' Board of Education, its administrators, directors, agents, employees, or other employees of the organizations, other participants, sponsoring agencies, or owners of the premises used to conduct activities, all of which are hereinafter referred to as "released" from any and all liability to each of the undersigned, his or her heirs and next of kin for any and all claims, demands, losses, or damages on account of injury including damage to property, caused or alleged to be caused in whole or in part by the negligence of the released or otherwise.

I/WE HAVE READ THE ABOVE WAIVER AND RELEASE AND UNDERSTAND THAT I/WE HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN VOLUNTARILY

Signature of Participant

Date _____

Printed Name of Participant

Date of Birth _____

Signature of Parent/Guardian

Date _____

Lakeland High School Job Shadow Program: Job Shadow Verification Form

Completion of this form will serve as verification that the Student Participant attended and completed the agreed-upon Job Shadow experience for a minimum of four (4) hours. For this form to be accepted for school attendance purposes, all sections must be complete and have the signatures of student participant, parent/guardian of student participant, Job Shadow Supervisor. Failure to return this completed form will result in student participant being charged with an unexcused absence. Verification form needs to be returned on the next school day after completion of Job Shadow experience.

PART A: To be filled out by student beforehand

Student Participant Name (printed):	
Date of Job Shadow Experience:	Job Shadow Site:
Student Participant Signature:	Parent Guardian Signature:

PART B: To be filled out by Job Shadow Supervisor on day of experience

Supervisor Name (printed):		Supervisor Signature:
Time Job Shadow Began at:	Time Job Shadow Ended at:	Date of Job Shadow:

Was the student on time? YES NO	Was the student respectful? YES NO	Did the student follow all rules, directions, and guidelines? YES NO
Was the student attentive? YES NO	Did the student interview you? YES NO	Do you feel this was a positive experience? YES NO
Would you be willing to host another student? YES NO	<u>If there is anything else you would like to add about today's Job Shadow experience or the Job Shadow program as a whole, please use the box below. Thank you!</u>	

Lakeland High School Job Shadow Program: Job Shadow Report

<u>Student:</u>	<u>Job Shadow Supervisor:</u>	<u>Career Explored:</u>
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Part 1: Interview of Job Shadow Supervisor (to be completed during Job Shadow visit)

What kind of education and training could prepare someone for a career in this field?

What types of skills are necessary to be successful in this career?

Since you started, what are some of the biggest changes that have happened in this career field? Do you see any changes coming in the future?

What are some of your favorite aspects of working in this field?

What is one of the biggest challenges you face in your job?

What advice do you have for someone interested in pursuing a career in this field?

Part 2: Job Shadow Reflection (to be completed after Job Shadow visit)

This Job Shadow report is to be completed & returned to the counseling office within 1 week of Job Shadow visit.

What kind of work activities did you experience during your Job Shadow visit?

What are two things you learned about this career field that you did not already know?

In your eyes, what parts of the job did you view as a positive? What parts did you view as a negative?

Positive

Negative

Based on your experience, is this a career you may continue to explore and pursue? Why or why not?

Right now, what are some things YOU can do to help be ready to pursue a career in this field? (EX: Work habits, personal skills and abilities; academic course selections; extracurricular activities; etc).

Was your Job Shadow experience positive and beneficial? Why or why not?

Lakeland High School Job Shadow Program: Appendix

Possible Phone Script for Initial Contact with Job Shadow Site

You can use this script when trying to set up your Job Shadow Site.

“Hello. My name is _____. I am a student at Lakeland High School and I am interested in learning more about your business/organization and possibly pursuing a career in _____ (career area). To help me achieve that, our school has a Job Shadowing program that allows students to experience different careers by spending a day shadowing a current worker in that field. Would you be interested in allowing me to job shadow you or someone else in your business/organization for one day?

- Be ready with information on dates and times. It is also important to make sure your potential Job Shadow site knows that you are willing to work with them and their schedule.
- Be prepared to explain your role as a Job Shadow participant, your responsibilities, and what you hope to accomplish through this experience.
- Explain that you will arrange your own transportation.
- Discuss your responsibilities as a student (so that employer does not feel that they will lose productivity time)
- If the employer/business/organization is willing to set up the job shadow, be sure to complete all of the information on the “Job Shadow Site Information” form. Also, let the employer know you will be mailing or emailing a “Supervisor Responsibilities” handout to further explain their role in the process.
- If the employer/business/organization is willing to participate in the Job Shadow program, also let them know that you will be calling a few days before the agreed upon date to confirm all of the details.
- If the employer/business/organization **cannot** help you and participate in the Job Shadow program, it may be beneficial to ask, “Is there anyone else that you know of in _____ (career area) that may be able to help with a Job Shadow?” Make sure to write this information down, confirm it, and thank them for their assistance.
- REMEMBER: whether or not a business/organization chooses to participate, it is always important to be polite and respectful. Establishing positive connections with potential future employers is important!

Possible Phone Script for Job Shadow Confirmation

You can use this script when confirming details of your Job Shadow visit with your Supervisor.

“May I speak with _____ (Job Shadow Supervisor name), please? Hello, this is _____ (your name) from Lakeland High School. I am calling to confirm my Job Shadow on _____ (day, month) from _____ to _____ (beginning time to finish time).” “Thank you, and I look forward to meeting you.”

- If the employer is unavailable, leave the above information in a message and ask when would be a better time to call back. It is your responsibility to follow through on the confirmation.
- Some other things you may want to discuss during this confirmation call are:
 - ✓ Dress code

- ✓ Lunch options
- ✓ Check in locations
- ✓ Any other special directions or instructions that need to be known before arriving

“Thank You” Letter Instructions

Writing a thank-you letter to your Job Shadow host shows that you recognize and appreciate their contribution to your success. Thank-you letters go a long way toward making a great impression on your new contacts; it helps them remember you and shows that you value the time you spent together.

There are a few critical points to remember when writing your thank-you letters:

- Make sure your handwriting is clear and legible. You may always type the letter if you prefer. If you type, make sure that you personally sign it.
- Always date your letter.
- Use complete sentences with proper punctuation.
- Begin your letter with a sentence that specifically thanks the host/employer for the time and effort they spent in educating you about their career and allowing you to experience what it is like to perform their job.
- State several specifics that you learned and enjoyed during your Job Shadow.
- Check for any grammatical or spelling errors. Ask someone to proofread it for you.

Here is the format you should use for your Thank You letter.

Business/Organization Name Job Shadow Supervisor Name Number & Street of Business/Organization Address City, State, & Zip Code of Business/Organization Address	Date
Dear _____,	
Body of Letter	
Sincerely, (Your Signature) (Print your name)	

Here is the format you should use for the envelope for your Thank You letter.

Your name Your address: Street & Number Your address: City, State, Zip Code	Name of Business/Organization Name of Job Shadow Supervisor Business/Organization Address: Street & Number Business/Organization Address: City, State, Zip Code
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