

CAREER JOB SHADOW AND INTERVIEW

You are going to embark on a journey of discovery. Imagine having an opportunity to explore what it is like to be out in the “real world.” This opportunity is now available exclusively to you.

You are to select a person who works in your potential career field. **THIS PERSON MUST BE CLEARED IN ADVANCE BY AN ADVISOR.** Set up a time to job shadow this person for a minimum of ½ day, or to interview him/her if a job shadow is not possible.

A job shadow is an experience that will allow you to visit the workplace and observe how this person performs his/her tasks. You will get information about work, the worker, the work setting, and the general effect of the work on the individual. Find out about “likes and dislikes.” Use this guide, but be informal. When you begin the interview, tell the person why you want the interview. Encourage the person to talk freely about his/her job—and listen carefully.

The following questions might help you, but you might not want to use them with every person.

General Work Questions

1. Name of the person being interviewed-
2. Company name, address, and telephone number.
3. What are your responsibilities? (You should ask for at least five related job duties.) Are these responsibilities listed on a job description? (If so, ask if you might have a copy of the job description.)-
4. What are the hours? 3-
5. What is the salary range for this job and how is it paid? (e.g., by the week, every two weeks, once a month, etc.)
6. What are the benefits? (e.g., vacations, insurance, etc.)
7. What clothing or uniform are you expected to wear at work? Does the company provide it? Who pays for it?
8. What training or education is required for this job? Any computer training?
9. What types of equipment are being used in your work place? Have you seen changes in equipment in the last year? Do you anticipate changes in the next year?

10. Describe a typical day or work week in your job.
11. Are there opportunities for advancement?
12. Are you a member of a professional organization? If so, what is the name of the organization?
13. How do you handle your own professional growth? What periodicals or newspapers do you read?

Personal Work-Related Questions

1. What subject areas did you like best in high school?
2. In what subject areas did you receive your best grades?
3. How do these subject areas relate to your present occupation?
4. What interests (e.g., music, sports, art, drama, reading, writing, the outdoors, etc.) did you have as a teenager?
5. Do any of these interests relate in some way to your present occupation? If so, how?
6. What skills (e.g., working with wood, using computers, delivering papers, child care, housekeeping, cooking) did you develop as you grew up?
7. How do you use these skills in your present work?
8. Give specific examples of other skills you use in your work. Where did you learn these skills?
9. What personal traits (e.g., friendly, outgoing, energetic, industrious, easy-going, well-organized, punctual, thoughtful, analytic, determined) do you have that are a good match to your present occupation?
10. Give some examples of how these traits have helped you on the job.
11. What do you feel should be done in high school to prepare for your field?
12. What education/training did you have after high school?
13. How did these experiences prepare you for your present career? Give specific examples of how your past experiences have helped you perform your present job.
14. What other jobs have you had? How are they related, if at all, to the job you now have?

15. What effect does your work have on your lifestyle? (Does your job require travel, long hours, or weekend hours? Is it highly stressful, dangerous, with/without public contact, indoors/outdoors, sitting at a desk, physically/mentally demanding?)
16. Which parts of your job do you like best? Why?
17. Which parts do you like least? Why?
18. How do you deal with what you dislike about your job?
19. What kinds of decisions do you have to make on the job? Give some examples of decisions you have made.
20. What steps do you take when you are making a decision?
21. Did your gender ever influence your career choices or development? Explain.
22. What is the most important career decision you have made?
23. What factors (e.g., friends, salary, job location) helped you make your decision?
24. What is the most important thing you have learned about yourself in your career development process?
25. What future work or career goals do you have? What job or work do you hope to be involved with ten years from now?
26. If you could do it all over again, would you still select this kind of work? Why or why not?
27. Other comments or information?

Be sure to thank the person for the interview, and the time he or she spent with you during the job shadow!!!

Use the information that you have gathered through this job shadow and interview to write an essay that describes the job you have observed. This paper will meet both English and Career Prep credit! Write this as a Essay of Definition.

Name of person being shadowed

Signature of person being shadowed

Job Shadow position