SJE Job Shadow

Students will learn more about careers in which they are interested through a variety of activities, including a job shadow.

- Students are expected to show a clear relationship between a potential career interest and the person that they will shadow.
- Each student will write a reflection following the activity. (Questions appear below)
- The amount of time to conduct a Job Shadow will vary according to the nature of the business; it will not be necessary to document the time on-site or the time to conduct the interview.
- A signature and date from the business representative are required.

Requirements – both items below are required:

Reflective Questions:

Students will answer and turn in the following questions in a typed paper.

1. What have you learned about yourself because of this experience?
2. What have you learned about the career that you did not know before?
3. What changes will you make to your future educational or training plan?

Forms:

Students will need complete the following forms and turn them into their portfolio:

1. Job Shadow Observation Form
2. Job Shadow Verification Form
Verification Form
SJE Job Shadow

Upon completion of an on-site visit

Representative will complete the following documentation:

☐ I authorize the St. John-Endicott School District to accept this document as verification of successful completion of a job shadow/career interview. The signature below authorizes this document.

A St. John-Endicott High School staff member who witnessed the completion of this requirement may complete and sign this form.

Name of Job Shadow Supervisor:

Business/Company:

Hours Completed:

Signature of Supervisor: ________________________________

Date: __________________
SJE Job Shadow Observation Form
This is a Two-Part Form

Expectations of St. John-Endicott High School students:
• Confirm your appointment the day before your visit by calling your host
• Bring your own pen and this form to record responses
• Dress appropriately for the job site
• Arrive and leave on-time
• Speak clearly, make eye contact, and listen thoroughly

Name of Job Shadow Supervisor:

Job Title:

Primary Responsibilities:

Describe Work Setting: (noise level, temperature, hazards, work area, equipment, in/outdoors etc.)

What does a typical day entail?

What education or training is required for this position?

What personal qualities must a person in this position possess?

What kinds of additional training, college degrees, or information does your host need to stay up-to-date and perform the job effectively?

How does your host think the job will change over the next 10 years?
What impact does the job have on local and global communities?

Describe the diversity in the workforce. (Gender, age, ethnicity, etc.)

**Identify a minimum of 3 skills the job requires and list an example for each.**

*Example:*

- **Math:** The carpenter must measure an area and determine how much wood is needed and how many cuts need to be made.

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<th>Skill</th>
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