

JOB SHADOWING INFORMATION SHEET FOR WORKFORCE CONNECTION YOUNG ADULT PARTICIPANT

What is Job Shadowing?

Job shadowing is a short-term work-based learning experience that allows participants to follow a host employer during a typical day while observing daily activities and asking questions about a particular career. For many participants, a job shadow may be their first, practical exposure to a particular career or even to the world of work in general. Job Shadowing allows participants to observe a career path of their interest. Participants will be given the opportunity to report to an area employer to learn about a particular occupation or business/industry without actually being involved in an employer-employee, in depth, hands on/production relationship. Participants may be able to witness a variety of tasks and learn about the educational/training requirements associated with a particular career. The experience can help participants formulate a more realistic impression of whether or not they are truly compatible regarding their individual interests and abilities. Job Shadowing is a good way to assist in building lasting partnerships among participants, parents, education, and businesses.

What are the responsibilities of the participant?

- To observe the daily activities of their mentor at the worksite.
- To ask appropriate questions of site personnel during the experience.
- To conduct themselves in a responsible and professional manner (i.e., promptness, attire, body language, respect, confidentiality).
- To follow all safety and security policies and procedures as required by the worksite.

What are the benefits of job shadowing?

- Helps the participant to see the connection between school and work
- Helps the participant to refine career plans
- Allows participants to gain exposure to work and education opportunities available in their local community.

JOB SHADOWING PARENT/PARTICIPANT AGREEMENT

1. Participants will complete 12 hours total of unpaid job shadowing with up to 3 different worksite locations.
2. Participants are not permitted to miss school in order to complete the required job shadowing hours.
3. Participants are not permitted to shadow parents/guardians or relatives.
4. Transportation to the observation worksite is the responsibility of the parent/participant.
5. The participant must complete job shadowing journal for each job shadowing worksite location following the completion of the job shadowing activity.

6. Parent/participant understands that each job shadowing location may be contacted by the Workforce Connection Young Adult Services Program staff following the participant's visit.
7. This agreement must be signed by the participant and their parent/guardian (youth under the age of 18) prior to participation in the job shadowing experience.
8. Parent and participant agree to release the job shadowing worksite and Workforce Connection Young Adult Services Program, and the host employer from any and all liability for injury or losses that may arise during the job shadowing experience.

Having read the above statements, we hereby agree to the terms and conditions of this Job Shadowing Agreement.

Participant Signature

Date

Parent/Guardian Signature

Date

JOB SHADOWING JOURNAL

Participants must complete this journal sheet and return it to the Academic and Career Advisor (ACA) within three (3) working days following the completion of the job shadowing activity.

A separate job shadowing journal must be completed for each job shadowing worksite location.

Participant's Name

Worksite Name

Worksite Address

Mentor's Name and Title

Phone Number

Email Address

Please complete this journal to describe your visit to the job shadowing location. Add a separate sheet of paper for additional space.

1. Describe what you did/observed, include interesting things you learned, your overall thoughts and feelings during your job shadowing visit to the worksite.
2. Is this is still a career you are considering or would consider pursuing?
3. Aside from your mentor, what other individuals did you work with during your visit?
4. What did you find out about the education/ and/or training necessary to enter this career? (Include anything about degree, time, or even schools offering this education-and/or-training.)
5. What are the dress code expectations in this type of job?

6. For success on this job, the employer would look for someone with what type of:

- Attitude/Personality:

- Interests:

- Abilities/Skills:

7. What is the customary starting salary for someone in this position?

8. What, if any, fringe benefits are offered to employees at this job site?

9. What did you like most about this career?

10. What did you like least about this career?

Worksite Verification Sheet

Please Record Dates and Hours

Date	Time In	Time Out	Total	Host's Signature

Total Hours: _____

By signing this form, I verify that the youth observed daily activates and learned a particular occupation or business/industry. Youth was not given job duties to complete.

Host Signature: _____ Date: _____

By signing this form, I verify that the above documented hours are accurate and that I have completed the job shadowing requirements listed below.

Participant's Signature: _____ Date: _____

COMPLETION CHECK LIST

Check all items participant has completed

1. Parent/Participant Agreement
2. Job Shadow Site Journal(s)
3. Completed Dates, Time, ~~Form~~ and Signatures (above)

By signing this form, I verify that the above participant has completed the job shadowing activity.

Provider's Staff Name: _____

Provider's Staff Signature _____

Date: _____