

CAREER PLANNING - Project 1

**JOB SHADOWING**

**Requirements:**

**1. Complete the job shadowing report.**

- ✓ Report can be hand written in pencil (as long as it is legible) or can be typed.
- ✓ Complete all written response sections with complete sentences.
  - You may need to do additional research if the information needed is not provided during your shadow experience.
- ✓ Attach additional paper(s) if necessary.

**2. Write a personal reflection/summary of your job shadow experience.**

- ✓ Must be typed; minimum one-page; use 12 font and one inch margins.
- ✓ Additional guidelines are included at the end of this job shadow report form (page 4).

Student Name: \_\_\_\_\_ Date of Job Shadow: \_\_\_\_\_

Person Shadowed: _____ Job Title: _____ Business Name: _____ Business Address: _____ Business Contact Information – Telephone, Email or Website: _____
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**Education Background and Work Experience:** Write about the education and career experiences of the person you shadowed. If they attended post-secondary education, please include the name of the college and major. If applicable, also include information about on-the-job training needed in this position.

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**Work Skills:** What skills/education are needed in this position? List a minimum of three and explain how/where they are used.

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**Company Profile:** Include information about (1) product/service of the company, and (2) how long the business has been operating. Include at least one more detail about the company. For example, this could be about the hiring process or future changes.

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**Job Shadow Schedule:** Outline your job shadowing experience; include time and activity.

Example: 7– 8 AM Toured the company and met the secretaries  
8-10 AM Observed the production line; talked to two other employees  
10 – 10:15 AM Took a work break; ate a donut.

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**Observations:**

The most important resources of a company are its employees. How did the employees treat one another? or How would you describe the work atmosphere?

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What is the required attire (clothing) for the job you shadowed?

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**Observations:**

Companies use a variety of technologies. Describe how you saw technology being used. For example, you could write about the following: *How many computers does the workplace have? Who uses them? What software programs did you observe?*

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What other tools or equipment were needed for the job you shadowed besides computers? \_\_\_\_\_

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*Facilities.* In addition to work space, companies may offer a variety of extra facilities to their employees. Which of the following did you observe?

Lunch/break room                      YES     NO                       Health care/first aid room                      YES     NO   
 Child care center                      YES     NO   
 Other (please list) \_\_\_\_\_

*Benefits.* To hire the best people possible, many employers offer more than a salary or hourly wage. What extra benefits does the company offer?

Health Care                      YES     NO                       Dental Plan                      YES     NO   
 Retirement Plan                      YES     NO                       Disability insurance                      YES     NO   
 Life insurance                      YES     NO                       Advanced Training                      YES     NO   
 Reimbursement for Education    YES     NO                       Other (Please list) \_\_\_\_\_

**Guidelines for writing your Reflection Essay are on the next page / page 4.**

***Remember to send a thank you to the person you job shadowed!***

## Writing Your Personal Reflection/Summary of Your Job Shadow Experience.

**Objective:** To summarize your job shadow experience by reflecting on what you observed and what you learned.

**Possible topics:** Possible topics to focus your essay on are suggested. You can select one topic or a combination of topics. You may also create a different topic based on something you learned or experienced.

*Possible essay topics are:*

- Describe the different job duties you observed today.
- Compare skills you saw today and how they relate to school or your activities.
- Discuss the value of the job shadowing experience.
- Discuss and compare the parts for the job you found interesting and those that you did not like.
- Would you consider a career in this field? Why or why not?

**Additional Requirements:**

- ✓ *Must be typed.*
- ✓ *Minimum one-page essay, which includes three paragraphs - an opening, body and closing*
- ✓ *Use 12 font and one inch margins*
- ✓ *Attach essay to job shadow report*

**Overall Project Grading:** Each part of the project, job shadow report and essay, will have equal weighting – both are worth 50% of the total grade.

Rubric Categories:

1. Content: Writing includes details of the job shadow experience; written responses on form are complete.
2. Reflection: Writing demonstrates exploring and analyzing of the job shadow experience
3. Organizations: Clear, well organized ideas
4. Mechanics: Grammar, Usage, Spelling