



**Job Shadowing** is a career exploration activity that offers an opportunity to spend time with a professional currently working in a student's career field of interest. Job shadowing offers a chance to see what it's actually like working in a specific job. Not only do job shadowers get to observe the day-to-day activities of someone in the current workforce, they also get a chance to have their questions answered.

Colleges, universities, large organizations, and government agencies offer job shadowing opportunities for students. You may also check with other establishments of interest to see if there is someone currently working in your career field of interest who would be open to hosting a job shadower for one or more days over the course of two weeks or perhaps during one of your academic breaks. ***You will need to let your Career Advisor know which career interest(s) you will be job shadowing. Please note that the person you shadow CANNOT be a parent or guardian however it can be someone within the same company if that is the field you are interested in.***

You will want to make a good impression at the job site so be sure to check out the dress code before arriving. If you have been corresponding with your job shadow sponsor, don't hesitate to ask about appropriate dress code for your visit. Since job shadowing is similar to [interviewing](#), preparing a list of your questions beforehand is essential to getting the most you can out of the experience. *Once the shadowing experience is over, you should immediately send out a [thank you note](#) that highlights what you enjoyed most and that expresses your gratitude for the time and effort the job shadow sponsor took out of his/her busy day.*

Below is an example of a script used to look for an informational interview contact:

*"Hello my name is \_\_\_\_\_. I'm currently a student at Rockridge Secondary, and I'm doing some research on careers in the field of \_\_\_\_\_. I would like to talk to people in the field to get a better understanding. Would you be able to sponsor me for a job-shadowing experience so I would be able to see and talk to you about your area of work?"*

If they agree, arrange a mutually convenient time, remembering that you have to be flexible to their schedule –so be prepared to be flexible and with questions to ask. If they decline, ask if they can refer you to another source. Whether they can help you or not, at the end of your conversation, thank them for their time

Students will be expected to research their potential career area before job shadowing.

By participating in the educational venture, you will be able to:

- Articulate the day to day activities of your career placement
- Assess if the career explored through your placement/information interview is the career you want to pursue
- Articulate the key steps in academic and career planning
- Identify the next step in your career development

### **Assignment:**

1. Prepare a list of questions you will ask. I have provided suggestions.
2. Take this assignment page to write notes and get your sponsor's signature.
3. When you get home, write a reflection about your experience, what you learned, what surprised you, what interested you, etc.
4. **Return** completed form to the Career Centre for accountability by **February 12, 2016**

# CHECK REVERSE FOR RUBRIC

**NAME:** \_\_\_\_\_

/20	WOW!!	Meeting Expectations	Minimally Meeting Expectations	Satisfactory	Needs Improvement
<b>Content &amp; Quality</b>	<p>Demonstrate a conscious and thorough understanding of job which student shadowed. This reflection can be used as an example for other students</p> <p>Uses specific examples from the career and experience making insightful and applicable connections between oneself and sponsor.</p> <p>Completed on time</p>	<p>Demonstrate a thoughtful understanding of job which student shadowed. Uses relevant examples from career and experience making applicable connections between oneself and sponsor.</p> <p>Completed on time</p>	<p>Demonstrate a basic understanding of job which student shadowed. Uses examples from career and experience with some connections made between oneself and sponsor.</p> <p>1-3 days late</p>	<p>Demonstrate a limited understanding of job which student shadowed. This reflection needs revision. Use incomplete or vaguely developed examples to only partially support claims with no connections made oneself and sponsor.</p> <p>4-6 late</p>	<p>Demonstrate little or no understanding of the writing prompt and subject matter. This reflection needs revision. No examples from the text are used and claims made in your own writing are unsupported and irrelevant to the topic at hand.</p> <p>Over a week late</p>

**Rockridge Work Experience**  
**Term 2: Job Shadowing Questionnaire**



Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job-Shadow Sponsor: \_\_\_\_\_

Workplace: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_  
(or attach business card)

Questions to consider for reflection:

- What is the most rewarding part of your job, and what do you find the most difficult aspect of your job?
- Please describe a typical work day.
- Did you ever think you would be doing this job when you were in High School?
- What other careers did you consider?
- Do you feel this job matches your personal interests and aptitudes?
- What is your educational background? College, University, Other? What did you study, even if it is unrelated to your field of work?
- What are the standard qualification(s) for people entering this career?
- What was your career path to your current position?
- Is it difficult to find fully qualified people to fill openings in this career?
- If I wanted to enter this career path, what courses do you think I should be taking in High School?
- How much of your day is spent behind a desk? Out in the field?
- How much are you required to work outside normal business hours?
- What are some of the biggest challenges you face in your job?
- How much does this career and job affect your personal life?
- What skills are the most important in your job?
- What's something that most people don't know about this career?
- If you could do it all over, would you choose this career again?

**Sponsor Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## NOTES

[illegible]

**REFLECTION**  
**(You can type and attach or hand write here)**

[illegible]

