

Jenison High School

DECISIONS CLASS

Job Shadow Request Form

STUDENT NAME

NAVIANCE CAREER

TEACHER

DATE RECEIVED

GRADE

HOUR

This form must be handed in at least 2 days before the date of the proposed job shadow. Students must notify their teachers in advance of the job shadow date. Class work missed as a result of the absence is the responsibility of the student, and must be completed in advance.

By signing this form, parents are giving permission for their student to miss class time for shadowing purposes, and are aware that transportation is the responsibility of the student.

STUDENT SIGNATURE

PARENT SIGNATURE

TEACHER SIGNATURE

STC APPROVAL

Once the details of your job shadow are secured, please complete the information below:

DATE OF JOB SHADOW

COMPANY NAME

TIME/HOURS

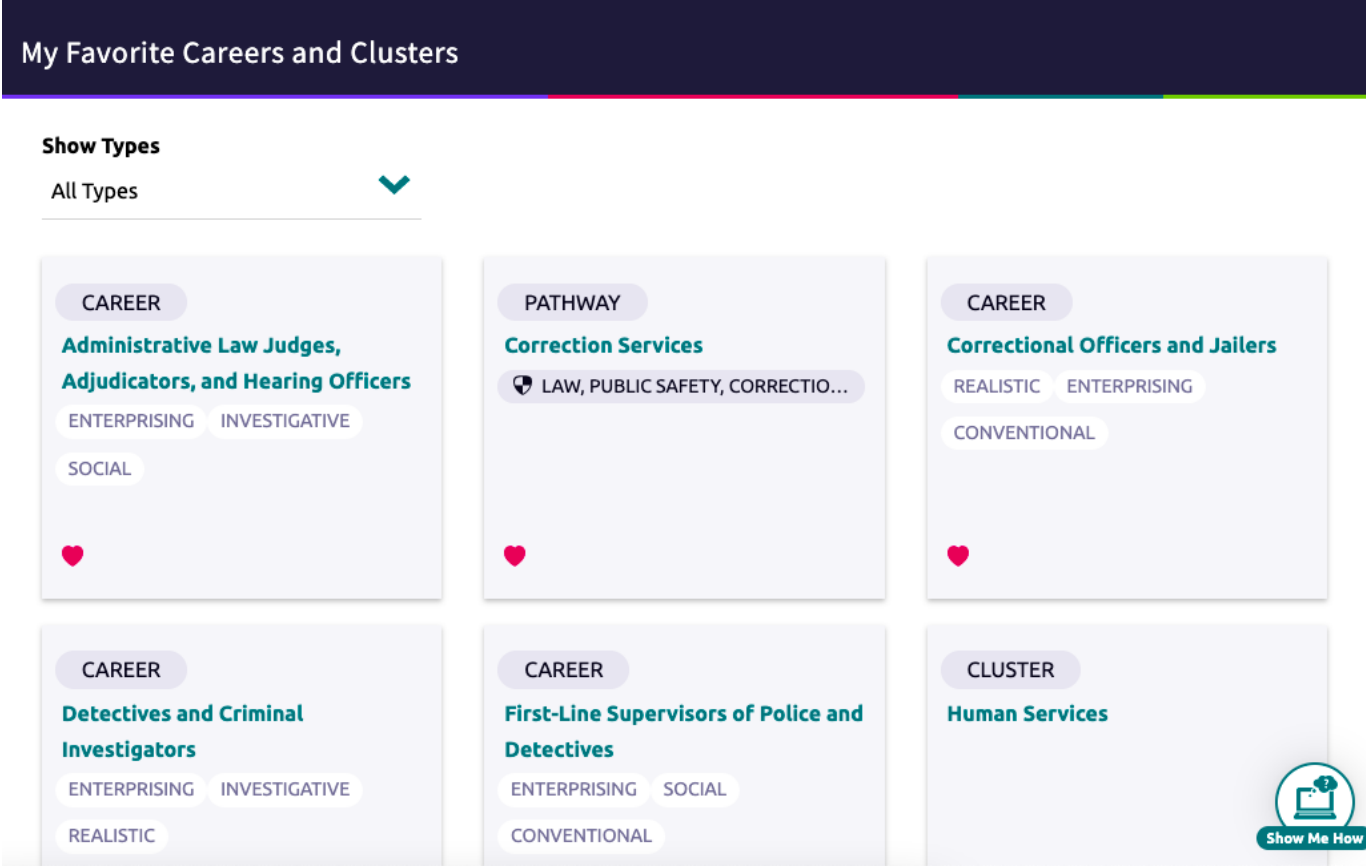
CONTACT NAME

CONTACT PHONE NUMBER

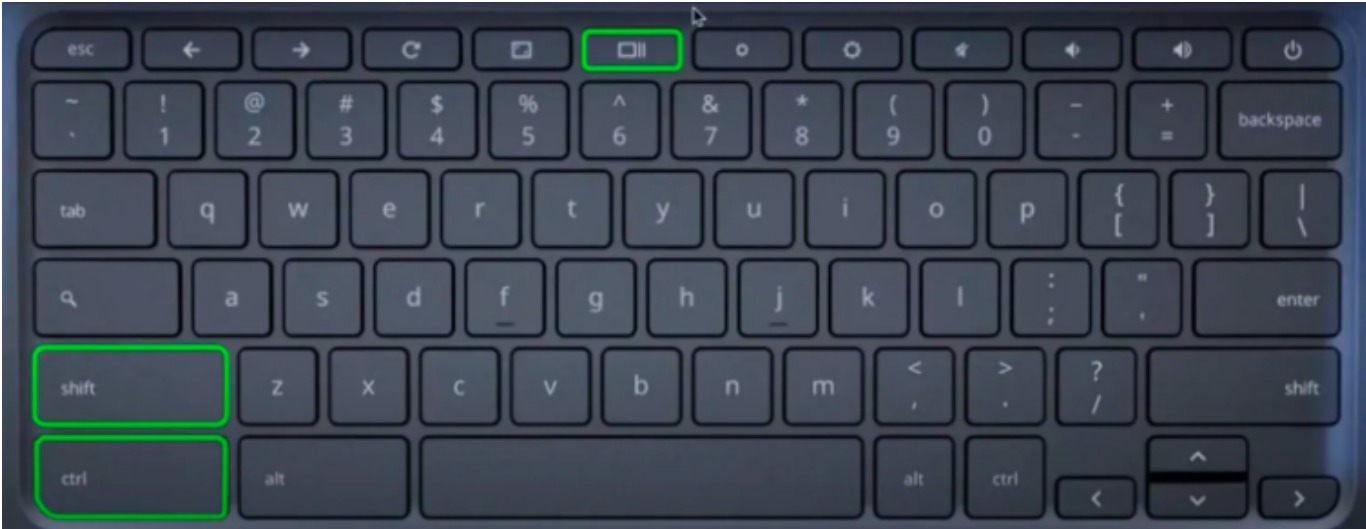
CONTACT ADDRESS

(revised 5/24/22)

Example Naviance Screen Shot



How to take a screenshot on your chromebook



Highlight the Career that you are job shadowing

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Job Shadow Guidelines & Instructions

Step 1: Complete your Naviance. This will give you an idea of what your strengths and interests are regarding your future career. You will then “favorite” a career that is listed on your Naviance to do a job shadow. This career should be one that interests you and one that you are planning on pursuing. Your Naviance career **MUST MATCH** your Job Shadow. If you are trying to choose between several careers, favorite them all. There is no limit to the number of careers you can save into Naviance.

Step 2: Research companies via the internet or by asking family and friends. Call your leads until you can secure a job shadow placement, date and time. You may not shadow an immediate family member, and your contact must be 25 years or older. Also, “Bring Your Child to Work Day” does not count. You also may not shadow someone at JHS, or your own place of employment. **Reminder:** **You must complete a job shadow in an area “favorited” in your Naviance careers.** Your job shadow must be a minimum of **3 hours**. If you are missing school **add** your travel time.

***Please Note:** *If the company you want to job shadow does not want to participate in person, but is willing to work with you via Zoom, please have the HR director or supervisor email you stating that this is the case. Print off this email and bring it down to the STC office for approval. Mrs. Kirkland or Mrs. Laureto will give you the additional requirements needed for a Zoom job interview.*

Step 3: Complete the job shadow request form and turn it in to your teacher. This is due to your teacher on _____. If your company cannot give you a date right away but has agreed to work with you, please print off any email correspondence you have had with your business/organization and attach it to your job shadow request form. When your date is confirmed, you must let your teacher know at least **two school days** before the job shadow. Job Shadows may not begin prior to _____.

Before you complete this form, make sure you...

- Have completed all of the Naviance tasks assigned to you for your job shadow.
- Print off the **career planning** portion in your Naviance portfolio and attach it to your job shadow request form. Do this by signing into Naviance. From the home screen go to the top right hand corner and click where it says “**About Me.**” Then go to “**Portfolio**” and click “**career planning.**” This is the page you must attach to your paperwork.
- Have all the details about your job shadow listed on your form (exceptions: date and time if you do not have one yet.)
- Have your parent/guardian sign and approve your job shadow. If your parent or guardian has not signed the form, you will not be able to leave for your job shadow.

***Please Note:** If any of these steps are not completed, your job shadow will not be approved.

Step 4: Complete the job shadow.

- You must dress professionally to your job shadow.
- During the job shadow, make sure to complete the “Job Shadow Employer Questionnaire (conducted by Student).” **DO NOT** give the questions to your contact and expect them to fill it out.
- Complete the “Job Shadow Completion Statement” document. When you complete this document, please be sure you use complete sentences. All answers **MUST BE** a minimum of 3 sentences.

Step 5: Complete the “Job Shadow Self Evaluation.”

Step 6: Using your JPS email, write a professional “thank you letter”. Please make sure you follow the requirements for the email below. You will write your email after you go on your job shadow. This will be due within one week of your job shadow.

- The thank-you email must be a minimum of 5 sentences.
- Write about what you learned.
- Thank them for their time.
- Professionally would mean Mr./Mrs./Miss/ Ms.
- Conclusion: say “Thank you again,” and include your first and last name.
- You must CC your teacher on your email.

Step 7: Turn in all completed forms to your Decisions teacher. Forms to turn in:

- Job Shadow Completion Statement
- Job Shadow Employer Questionnaire
- Job Shadow Self Evaluation
- Your email to the person you job shadowed as well as a CC to your teacher.

DUE DATE: Everything turned in by:

***Please Note:** The School to Career reserves the right to deny your job shadow request.

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Job Shadow Completion Statement

To Whom It May Concern,

Thank you for allowing our student, _____, to observe you and your career. The opportunity for students to participate in job shadows, allows them to research areas of interest and find out more about the world of work. This helps them determine if they want to pursue similar career avenues post high school.

Please fill out this form to verify that this student receives credit for the experience. If possible, please attach your business card or business letterhead.

We appreciate your involvement in our project!

Mrs. Kirkland
CTE Director
Jenison High School
kkirklan@jpsonline.org

Mrs. Becker
Decisions Teacher
Jenison High School
hbecker.edustaff@jpsonline.org

Mr. Withers
Decisions Teacher
Jenison High School
cwithers@jpsonline.org

Contact Name

Contact Email Address:

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Company Name:

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Company Address & Phone Number:

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Job Shadow Date: _____

Job Shadow Start & End Time of:

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Contact Signature :

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This page is worth 60 points

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Job Shadow Employer Questionnaire (Conducted by Student) Each answer is a minimum of 3 complete sentences (2 points each)

1. What is your exact job title and responsibilities?

2. How did you get to be in the position you are in today?

3. Describe a typical day at work.

4. What do you enjoy the most about your job? Why?

5. What do you find difficult about your job? How do you handle this?

6. What personality characteristics are needed to perform this job? Why?

7. What education requirements are required for an entry level position? What are those positions?

8. What classes in high school are necessary or helpful to prepare me for this position? Why?

9. Where did you receive your education/training? Where did you go for this training?

10. Are there opportunities for advancement in your line of work? Explain.

11. What are the rewards of your work - both financial and personal?

12. What one quality is most important to your employer when hiring for a position? Why?

13. Are there any other comments or information that you would like to share?

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Job Shadow STUDENT Self Evaluation

Each answer is a minimum of 3 complete sentences

We hope you enjoyed your job shadow. Please take time to answer the following questions regarding your experience. Your evaluation will help us prepare for future job shadows. Write all answers in complete sentences.

How would you rate your job shadow experience? Check (√) one.

_____ Poor _____ Fair _____ Good _____ Excellent

1. Short description of your overall experience:

2. What did you enjoy the most?

3. What did you enjoy the least?

4. How will you use what you have learned from this experience?

5. Did this experience change your career goals in any way? If yes, how? If no, why not?

6. What would you change about your experience today?

7. For this career what training or education do you need? Explain. (No college, Associates, Bachelors, Masters, Doctorate.)

8. What is the average salary for a person in this career?

9. Where do you plan on living and what are the living expenses in that area? (city & state.) Use this website to find this information. <https://www.bestplaces.net/cost-of-living/>

10. Where could you go for the training or education needed for this career? Be realistic about your ability to be accepted.

Ex: Nursing. The University of North Carolina has a great nursing school. I believe with the requirements I could get accepted.

Mechanic: The Arizona Automotive Institute is where I am interested in going for my training. I believe with the requirements I could get accepted.

11. What are three requirements needed for this institution/place of business?

EX: Manufacturing Supervisor : 6 weeks of leadership and technical training, High School diploma, licensed HiLo operator.

12. Please write your thank you letter below.

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment based on a legally prohibited characteristic. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex (including sexual orientation and gender identity), marital status, genetic information, disability, age or any other basis prohibited by law. The Superintendent will develop administrative regulations to implement this policy. The Superintendent designates Ms. Leslie Philipps (Assistant Superintendent and Title IX Coordinator) to supervise the implementation of this policy and its implementing regulations.