

CACS JOB SHADOWING INFORMATION FOR SOPHOMORES AND JUNIORS

Job Shadowing provides an opportunity for students to learn more about a career area of interest. At CACS, students are required to complete 2 shadow experiences during their Sophomore/Junior years. Job shadowing is to be completed during the summer months or on other days when school is not in session.

The 4 steps involved in a job shadow experience are:

1. Schedule
2. Prepare
3. Participate
4. Follow up

SCHEDULE

- Decide where or with whom you would like to schedule a job shadow.
- Make the call: first introduce yourself:

Hello, my name is _____. I am a high school student at Clearfield Alliance Christian School. I am very interested in completing a two to four hour job shadow opportunity with someone who works as a _____ (name career). Are you able to put me in contact with the appropriate person?

- If they say they do not offer job shadow opportunities, thank them for their time.
- If they say yes, be sure to get the following information:
Who do I contact, the best time to reach them, and contact information.
When setting up the job shadow be certain to confirm the location, date, time, and ask what is the appropriate attire for the job shadow experience.

PREPARE

- Look through the questions on the CACS Job Shadow Form. Make a list of additional questions you may have.
- Call the day prior to your job opportunity to confirm the appointment.

PARTICIPATE

- BE ON TIME for your shadowing experience!!!!
- Take the CACS Job Shadow Form and list of additional questions with you on the day of your appointment.
- Listen carefully to what your job shadow mentor is sharing.
- Have your job shadow mentor sign your form before you leave.
- Thank them for the opportunity to learn more about the career and for their time.

FOLLOW UP

- Send your job shadow mentor a thank you note by mail
- Type a one page summary of your job shadow experience which includes:
 - Where you completed the job shadow.
 - Education you would need to perform this job.
 - What was the favorite or least favorite aspect of the job.
 - Would this be a career you would consider?
- Put your Job Shadow Form and summary paper into your portfolio.

6. Which of the following problem solving skills are needed and how are they applied?

a. Organizing and planning

b. Interpreting and communicating information

c. Thinking creatively

d. Making decisions

e. Analyzing problems

7. As you watch your workplace mentor, do they use interpersonal (people) skills (serving customers, participating as a team member, teaching, leading, resolving conflict)? If so, how?

8. What kinds of management skills are needed for this position? Goal setting, self-evaluation, accepting critiques, effective use of time etc....

9. Is it important to know a second language with this position? Would it enhance performance?

10. Is training is required for this position? Education? Does it require a specific level of education?

11. How might this job change in the next 5 to 10 years?

12. Could you see yourself working this position in 5 to 10 years?

13. What were your favorite and least favorite aspects of the job as a career?

Mentor's Signature: _____ Date: _____

"Whatever you do, work at it with all your heart, as working for the LORD, not for men" Colossians 3:23