

CACS JOB SHADOWING INFORMATION FOR SOPHOMORE 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.
- Made 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 a 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.
- Put your Job Shadow Form into your portfolio.