

9th Grade Job Shadow Information Sheet

Essential Questions: Where am I going? How am I going to get there?

Core Values: Citizenship, Community

What is it?

The 9th grade job shadow is an experience designed to expand the awareness of career possibilities through observing people during their regular job days.

When is it?

The 9th grade job shadow should be completed during the non-grading day of Celebration of Learning.

(Thursday, May 3rd or Friday, May 4th)

What do you have to do?

Set up the job shadow

It is your responsibility to set up this experience through e-mail, phone call, or in person. It is never too early to organize this as it will require some planning on the part of your supervisor— give them a good heads up!

Complete the job shadow

Show up in a timely manner (slightly early), dress appropriately, bring any materials you need, like your reflection template.

Take notes, if appropriate.

Obtain signatures

When you have completed your job shadow, be sure to have your supervisor sign your record. Your RT advisor must also sign it.

Complete the job shadow reflection

This is the part you will hand in to your advisor. It will require some thought on your part so make sure you read it before your job shadow and you are thinking about asking good questions and paying close attention.

Thank your supervisor

Send your supervisor a formal thank you, whether in e-mail or card format. It is important to show gratitude when people are giving of their time.

Guidelines

Do not repeat a job shadow you completed in middle school.

Though family job shadows are allowed, we encourage “branching out.”

Use the school day we’ve provided to complete your job shadow.

Remember that you are representing PRHS when you are in the greater community. All of your attire, actions, and language should be appropriate and professional.

Poland Regional High School

Thoughts about Your Job Shadow to guide your one page written reflection

Essential Question: Is this career right for me?

Things to inquire about or observe at the job site:

What are this person's primary responsibilities?

What specialized skills are needed for this job?

What kind of post-secondary preparation is needed?

How is this person's day structured? When does the work happen?

What are the income range and health benefits for this position?

Questions for reflecting on the experience:

What surprised you the most about this job?

What, if anything, made you nervous or uncomfortable (education level, possibility of boredom, etc.)?

Did you have any "Aha" moments?

Did this job site remind you of another place you've been (work-related or otherwise)?

Describe the work environment using a single word.

What did you learn about yourself as a result of being on this job shadow?