



Job Shadow Handbook



SOUTHEASTERN
COMMUNITY COLLEGE

BENEFITS

There are many benefits of a job shadow that high school students can gain from their experience. Job shadows give students the chance to network with professional in their community and learn the skills that are desired for that particular career. Job shadows create realistic expectations of a career. High school students are able to participate in several job shadow experiences if they choose to do so. The following are reasons why a student should consider a job shadow:

- Explore a career in depth.
- Find out if a career is a good fit for you before you spend money on a specific major.
- Be recognized for being a leader in your career development.
- Identify different career interests that you didn't know you had.
- Exploring if your interests, skills, and goals match a particular career.
- Receive career path assistance from real professionals in your desired area.
- Understand the connection between work and school such as what classes to take and how it will help achieve your career goals.
- Help create realistic expectations of a job and the required education need.
- Learn how to conduct yourself in a professional work environment.
- Increase awareness of an assortment of skills needed for a particular job.
- Observe daily routines of professionals.
- Learn real world applications and situations.
- Hands on learning to prepare for your future.
- Gain insight into the workforce.
- Learn what the future outlook of a job will be.

TIPS ON HOW TO DRESS TO IMPRESS

“You cannot climb the ladder of success dressed in the costume of failure”
-Zig Ziglar

Dressing to impress your host will help make a great first impression. By dressing to impress, it shows that you are taking your job shadow seriously like you should a job interview. Dressing appropriately is a reflection of respect to your host and will be something that your host will be paying attention to. These tips are a guideline on how to dress and can also help if you ever have a job interview in the future.

- Make sure you are well groomed.
- Keep your breath fresh but avoid chewing gum.
- Nothing too baggy, too revealing, or too offensive.
- When in doubt, dress on the side of conservatism.
- Wear clothes are comfortable so you are not fidgeting with them.
- Keep it simple.
- All shirts should cover the waist line and not expose your bare midriff.
- Avoid strong colognes or perfumes.
- Avoid distracting accessories.
- Avoid open toe shoes.
- Avoid any faded, tattered, or dirty clothing.
- Be sure to wear a smile 😊



INSTRUCTIONS FOR THE DAY

- Arrive early.
 - Being early is essential for any job that you will have in your future.
 - Arriving early also helps create a great first impression.
- Dress appropriate.
 - Dress your best. See the Dress Etiquette page in this booklet.
 - Remember that many people that go to an interview that do not dress appropriate are not called back for a second interview or hired.
- Introduce yourself with a smile and a firm handshake!
- Listen and observe
 - Your host will be able to provide you guidance and information about your career choice.
 - Observe what your host does on a daily basis to see if it would be something you would like to be doing in the future.
- Ask questions.
 - This is the perfect time to ask specific and appropriate questions that you always wonder about.
 - Do not ask questions about pay or benefits.
- Remember your manners.
 - “Please” and “Thank You”
 - No gum.
- At the end of your day, remember to say thank you to your host and shake their hand again!

Examples of Questions to Ask During a Job Shadow

Bring these questions with you to your job shadow to use as a guideline in the kind of questions to ask.

Please think of any other questions that you may like to ask.

- ❖ How did you learn about this job?
- ❖ Why did you choose this career?
- ❖ On average, how many hours do you work a week?
- ❖ What is the primary product or service provided by this business?
- ❖ What is a typical day like for you?
- ❖ What do you like the best/least about your job?
- ❖ When your company is hiring a new employee, what qualifications, skills or experience are you looking for?
- ❖ What is the interview process like for this particular job?
- ❖ What educational qualifications or specialized training is required?
- ❖ What skills are important to be successful in your career area?
- ❖ What classes did you take in high school that helps prepare you for this job?
- ❖ What types of technology or math do you use in this particular career?
- ❖ What do you or your supervisor look for when doing an evaluation?
- ❖ What does the future look like for this type of job?
- ❖ Do you travel often for your job?
- ❖ What is your best advice for students planning for their futures in your career area?

AFTER THE JOB SHADOW

After you finish your job shadow, please make sure you send a thank you letter to your job shadow host. If you have any questions or concerns about the thank you letter, please let me know. A sample letter is included on the next page.

THE IMPORTANCE OF SENDING A THANK YOU LETTER

Sending a thank you letter is an important skill to learn through your job shadow experience. This skill will help prepare you for writing a thank you after a job interview. Job shadow hosts like to receive a thank you, and it reinforces the idea on why it is so important for other students to do job shadows. By sending a thank you, it will show your host your appreciation and gratitude for the meaningful experience they gave you. It will speak high volumes of gratefulness to your host and will help you stand out by creating a lasting and positive impression.

TIPS TO WRITING A THANK YOU

- Send your thank you within 24 hours of your job shadow.
- Be genuine
- Personalize your thank you such as writing about a memorable conversation or experience you had with them.
- Proofread your thank you.
- It should not be longer than 1 page
- Handwritten thank you personalizes your letter because so many people do not take the time to write them out. Keep in mind if your handwriting is not neat, you should probably type it and sign your name.

SAMPLE THANK YOU LETTER

Dear Mr./Mrs. _____:

1st paragraph- Thank the host for taking the time out of their day.

Thank you for taking the time out of your day to give me the opportunity to job shadow you. Our day gave me a better understanding of ABC Company and the requirements of the job. The information I received was helpful in gaining a better perspective of this particular career. It was very helpful to me in making decisions for my future.

2nd Paragraph- Talk about what you liked best during your job shadow and how it will help you in the future.

I enjoyed learning about your job and what a typical day is like for you. I did not know that _____. I appreciate the advice you had given me on particular courses that will help me in achieving my dream to become a _____.

--OR--

I really liked when you took me on a tour of the facility and introduced me to the different people you worked with. It was really nice to see how you function as a team. I appreciate your staff for being so welcoming to answering any of my questions that I had in order to help me become a _____.

3rd paragraph- Restate your appreciation for their time.

Thank you again for taking the time out of your busy schedule to allow me to have such a valuable experience.

Sincerely,

“Signature”

Johnny Appleseed
Example High School

CONTACT INFORMATION

If you have any questions about this information or questions regarding a job shadow, please contact the following.

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