

# Central Nebraska Career Academy Job Shadowing Packet

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**Preparing students for  
opportunities in their future.**

Host Packet



**Career  
Academy Project**



## **Job Shadowing Program**

**Thank you** for participating with the Central Nebraska Career Academy Job Shadowing Program. By allowing a student to observe you on the job, you are providing a firsthand look at the skills and knowledge required to succeed in your job and build a career.

This packet will help you plan for a job shadow experience. It includes an introduction, goals of the program, roles, and activities to help structure the experience.

### **What is a job shadow?**

A job shadow is a learning work site experience, three to six hours, during which a student spends time one-on-one with an employee observing daily activities and asking questions about the job and workplace. Students may also participate in hands-on activities where appropriate.

### **Introduction to Job Shadowing**

Participating in a job shadowing program is easy and fun! Job shadowing immerses each student in the world of work, where they can get first-hand information about job skills and careers. By bringing students into the workplace to see a marketing professional or a health care technician at work, very real and tangible options come alive for them. Job Shadowing provides exciting reasons why students should stay in school. It creates a critical link between education and success.

Job Shadowing is a popular work based learning activity because it provides students with opportunities to gather information on a wide variety of career possibilities before deciding where they want to focus their attention. Job shadows involve student visits to a variety of work places during which time students observe and ask questions of individual workers. Job shadows are designed so students play an active role in learning. Classroom exercises conducted prior to and following the job shadow experience are designed to help students connect their experience to their course work and relate the visits directly to career pathways, related skills requirements, and post-secondary educational plans.

### **Goals of the Job Shadowing program**

- Demonstrate the connections between academics and careers and helps students learn by making their class work more relevant.
- Build community partnerships between schools and businesses that enhance the educational experience of all students.
- Introduce students to the requirements of professions and industries to help them prepare to join the workplace of the future.

- Encourage an ongoing relationship between young people and caring adult mentors.

## **Benefits of the Job Shadowing Program**

Shadowing can provide experiences that are as unique as every person who participates. For the student who has never understood the point of school, a shadowing experience can show how education can be translated into rewarding and financially secure future. For those in the work place, being a host site can help forge personally satisfying connections with young people that could ultimately contribute to building a more prepared and focused workplace of tomorrow.

### **Workplace Benefits**

- Showcases your place of work by increasing visibility in your community
- Prepares our future work force
- Informs students about careers in your industry or line of work
- Enables employees to easily participate in a community activity
- Strengthens and promotes involvement in education

### **Volunteer Benefits**

- Introduces the world of work to a young person in just a few short hours
- Becomes a positive adult role model
- Showcases the volunteer's skills and education
- Impacts a young person's life in a fun way

### **Student Benefits**

- Provides an up-close look at workplaces and careers
- Identifies career interests by observing the daily routines of workers
- Learns about the academic, technical, and personal skills required by particular jobs
- Understands the connection between school, work, and goals for the future
- Develops the skills required to secure future employment

A job shadow day is a natural partnership between the classroom and the workplace. Students will be making the initial contact with the business they have selected at least two weeks prior to the desired job shadow date. Students are asked not to job shadow at any school they have previously attended and should not be directly with family members. Students will be allowed to job shadow only if their attendance record is in good standing at their high school.

## As a host, what is my role?

As a job shadow host, do your regular daily routine while talking about it with the student. Help the student understand how your job fits into the company by visiting other departments and describing how you work with other employees. For many students a job shadow is the first entry into the real world of work. Following are some suggestions to consider when you act as a job shadow host:

- **Be yourself.** This is essential. The student needs to see what the world of work is really like. Take him/her on a brief tour of your business and then just do what you would do on an average day. Throughout the job shadow, explain the skills, responsibilities, education, and training required by your job.
- **Engage the student in active learning.** If possible, let the student do some hands-on tasks related to your work such as taking minutes at a meeting, helping with a mailing, or doing a related task on the computer. The purpose is not to train the student, but to give him/her a feeling for some of the activities in your day. Non-work activities such as eating lunch in a cafeteria or accompanying workers on a break can also give the student a sense of the work environment.
- **Explain the important aspects of your work and how they relate to other jobs in the company.** Why is your work important? How do other people influence your ability to do your job? Bring up these subjects as you walk through different departments, take phone calls, or attend meetings. As you introduce the student to co-workers, explain how your work relates to theirs.
- **Explain how the work of your company affects the local community.** Put the work of your business/industry in the larger perspective of the community. What products or services does it provide local customers? What environmental concerns does the company have to be aware of? Does the workforce of the company reflect the demographics of the local community?
- **Be patient.** For many students, going to a job shadow is the first time they independently leave the comfort zone of school. Being in a new setting around unfamiliar adults may make them more shy or nervous than they would ordinarily be. Be patient and supportive during the job shadow, listen carefully to what the student has to say and encourage him/her to ask questions.
- **Provide information requested by the Career Academy.** The Career Academy will ask you to evaluate the experience when it is over. Supplying this information is essential to maintaining and improving job shadow experiences for students, you, and other employers in the future.
- **Answer the student's questions as best you can.** While at school, the student will prepare questions for the job shadow. Be frank when answering the student's questions. If a question makes you uncomfortable or is inappropriate explain that you prefer not to answer. If it regards confidential matters, explain your company's policy on proprietary information. If you do not know the answer to something, suggest ways the student might research the answer.

In order for the student to understand your job and work place skills you use to perform your job, it is important to think about the job and how a person can obtain this type of position. Volunteers will have to communicate many of these concepts to the students who shadow.

Here are some questions to help you organize your thoughts:

- What is your job title?
- What are your responsibilities?
- What is a typical day like for you?
- What do you like the most about your job? Why?
- What do you like the least about your job? Why?
- Why did you select this career/type of work?
- How much education do you need for this career?
- Did you need more job training after you completed your education?
- Do you work with others?
- What kinds of problems do you solve on your job?
- What skills do you need to solve these problems?
- What did you learn in school that helps you the most on the job?
- What high school courses would be helpful for this career?

## Suggestions for Planning the Day:

The following guidelines will help workplace hosts plan before students join them in their workplace so that both the host and the student gets the most out of the job shadowing experience.

- **Greet your Student** – the student should be greeted as an adult business associate, with a handshake and a warm hello.
- **Introduce yourself** – provide your name, job title and business card. Let your student know that you volunteered to be a workplace host because you think it is important for students to see firsthand the application of what they are learning in school. Encourage them to ask questions during the time you have together.
- **Talk to the Student about themselves, interests, and hobbies** – students will be more relaxed when they are talking about something they know and aren't being tested by an adult. Take some time with these questions.
- **Career interests** – ask your student about his/her career interests. If possible, relate those interests to any careers in your workplace.
- **Job Experience** – talk about your student's job experience in positive terms including babysitting and newspaper delivery. What did your student like about the job? What did he/she learn from the job? Tell your student about and jobs you held as a youth and how those early jobs helped you get where you are today.
- **Special skills** – ask the student if they have any special skills such as computer skills, speaking skills, dancing, sports, etc. Try and relate skill development to future success on the job.
- **Education** – This is your opportunity to encourage the student to get a good education. Reinforce what is being learned in school is important to earning a good living.
- **Student Interview** – students will have questions prepared to ask you about your career.



Host Evaluation of Student

Please evaluate the student on their preparation and participation in the Job Shadow.

Student Name: \_\_\_\_\_ Date of shadow: \_\_\_\_\_

Total hours at job site: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

Your name: \_\_\_\_\_ Title: \_\_\_\_\_

<b>Using the following scale, please rate the student in each of the following areas:</b> <b>4 = Exceeds Expectations</b> <b>3 = Meets Expectations</b> <b>2 = Below Expectations</b> <b>1 = Needs Improvement</b>				
<b>Punctuality:</b> Reported to Job Shadow on time	1	2	3	4
<b>Personal Appearance:</b> Demonstrated good hygiene and grooming	1	2	3	4
<b>Professional Conduct:</b> Contact made prior to the job shadow was professional and appropriate.	1	2	3	4
Behaved in a professional manner at worksite	1	2	3	4
<b>Communication:</b> Related well to host and others	1	2	3	4
Asked appropriate questions	1	2	3	4
Demonstrated interest in the job shadow	1	2	3	4
Overall Evaluation: Student seemed to benefit from the experience	1	2	3	4
Any other Comments:				

Please mail evaluation to: Stephanie Jacobson, Career Academy Director, Central Community College  
 3134 W. Hwy 34  
 Grand Island NE 68802



Job Shadow Host Evaluation Form

Thank you for hosting a student from the Central Nebraska Career Academy program. Please complete this evaluation so that we can continue to improve this experience for both students and host sites.

Please rate the following on a scale of 1 through 5					
1 = STRONGLY DISAGREE			5 = STRONGLY AGREE		
I was well prepared to be a workplace host.	1	2	3	4	5
I was at ease interacting with my student throughout the day	1	2	3	4	5
I enjoyed my experience and would be willing to do it again	1	2	3	4	5
I would recommend job shadowing to others	1	2	3	4	5
I gained a new perspective about my job while sharing with the student	1	2	3	4	5
What worked well during the Job Shadow experience?					
What parts of the program could be improved?					
How could the Career Academy better support you throughout this experience?					

Please return this evaluation to: Stephanie Jacobson, Career Academy Director  
 Central Community College  
 3134 West Hwy 34  
 Grand Island NE 68802

For any additional comments, please use back side of form.