

McMinnville High School Job Shadow Guidelines & Requirements

General Suggestions:

- ✓ Related to one or more of **your current career goals** stated in Personal Education Plan and research should have been completed in a related field
- ✓ 5-8 hours in length
- ✓ If job shadow is scheduled for a school day, contact the MHS attendance office (503.565.4208) to excuse your absence.
- ✓ Shadow may NOT be completed with a parent or an immediate family member.

Locating a Site:

- ✓ Check with College & Career Center staff for possible sites or with family and friends for suggestions
- ✓ Consider transportation restrictions or issues (are you able to travel out of town?)
- ✓ Arrange for your own transportation
- ✓ **College & Career Center staff MUST arrange the visit for job shadows at the following places:** Students may not make their own arrangements at any time to these sites!
 - Yamhill County Sheriff's Office
 - McMinnville Fire Department/Police/EMT
 - McMinnville Elementary or Middle Schools
 - Oregon Department of Fish and Wildlife
 - All sites at Yamhill County Courthouse

Possible Conversation to arrange for a job shadow

"Hello. My name is _____ and I am a student at McMinnville High School. As a career exploration activity, students in our school are participating in a job shadow. I am considering a career as a _____. Would you or someone in your business be my job shadow host on (say the date)? I would come to your workplace and observe the host at work for 5 to 8 hours during a workday."

Clothing

Ask about appropriate clothing. Do not wear shorts, t-shirt, torn clothing, sandals, or a hat. Ask the host if the business has a dress code that they would like you to observe, and then dress appropriately for that business. No bare midriffs or exposed straps or exposed underwear! Nice pants and a tucked-in, button shirt are always appropriate for indoor job shadows. No electronic devices should be seen or heard.

Confirm Your Appointment

Call or email the business one or two workdays before your job shadow to re-confirm. If unable to attend your scheduled job shadow, CALL your host as much in advance as possible. Be sure to reschedule as soon as possible.

Day of the Shadow

- ✓ Take interview questions. *The student asks the questions* of the host
- ✓ Take host evaluation form. The host completes about the student
- ✓ Take a pen or pencil
- ✓ Be on time or a few minutes early appropriately dressed
- ✓ Introduce yourself, have good eye contact, and a firm handshake
- ✓ Be courteous and polite. Act interested! This is an activity to benefit YOU and they are giving up their valuable time to help you learn about a potential career field. Be respectful and appreciative!
- ✓ Ask the interview questions (or your own) and complete the form
- ✓ Ask your host to complete the evaluation (bring to College & Career Center or ask them to fax or mail it to the College & Career Center)
- ✓ Say thank you!

After the Job Shadow

- ✓ **Write and submit your Reflection Paper** to the College & Career Center (no credit given for the job shadow until this is submitted). Guidelines for the paper are on a handout
- ✓ **Submit the host evaluation** if given to you by the job shadow host
- ✓ **You are required to send your host a thank you note** (sample on reflection guidelines paper). **Submit copy** of note to the College & Career Center prior to sending it to host.

Have the host sign this form. You, (the student) ask the questions and complete this interview form. Do not have the host fill out the form. You may ask additional questions of interest to you.

**JOB SHADOW
ON-THE-JOB INTERVIEW**

Student Name _____ **ID #** _____ **Grad Year** _____

Host's Signature: _____ **Title** _____

Business Name: _____ **Date of Experience** _____

Attach a business card

1. What do you do in your job and what are some of your responsibilities?

2. What do you like about your job?

3. What challenges do you face in your work?

4. What kind of education and training did you need to get your job?

5. What classes should I take in high school to help prepare me for this type of career?

6. What major changes have you seen in this field and what changes do you foresee?

7. What do you wish someone had told you about your work when you were my age?

8. How important are each of these skills in your work?
Use a scale of 1 to 5 with 5 being the highest

Math / basic arithmetic _____
Communication (speaking, listening, reading, writing) _____
Technology / computers (_____
Other academic areas (science, geography, economics, etc.) _____
Describe:

Dependability/ Attendance/ Punctuality _____
Teamwork / Working with others _____
Problem-solving _____
Meeting deadlines _____
High quality work _____
The need for continuing education in your field _____

9. When and how did this business get started? (What is the 'story' behind this business?)

10. What is the ownership structure (privately owned, partnership, corporation)?

11. Approximate number of current employees?

12. What economic or market factors have the biggest effect on the success of this business?

13. What else should I know about you and/or your occupation or business?

This section to be completed by the Student:

Student Name (please print) _____ Graduation Year _____ Student ID _____

Career Goals: 1) _____ 2) _____

McMinnville High School
Evaluation of the Student by the Job Shadow Host

We appreciate your time in hosting a McMinnville student at your place of work. If you have any questions or concerns, please contact Esther Lipke at 503.565.4268, elipke@msd.k12.or.us, Maria Sandoval-Perez at 503.565.4314, msandoval@msd.k12.or.us, or Lisa Johnson at 503.565.4270, ljohnson@msd.k12.or.us.

Host's Name (please print): _____ **Phone #** _____

Email: _____ **Job Title:** _____

Business Name: _____

Business Address: _____ **Fax #:** _____

I. Interview of the student: *If it is convenient*, please briefly interview your job shadow student. This provides valuable interviewing practice for the student. It will also help you know how much the student knows (or still needs to know) about your job. Some sample interview questions might include:

- What are the reasons you are considering this field for your future occupation?
- What did you learn about this field (or this occupation) from your research at school?
- What skills or abilities do you have now that you believe would help you in this field?
- What is your plan while in high school to prepare for this career and what are your post high school plans?

Ratings

Your evaluation of the student

9-10	Above Standard	Exceptional performance (evidence thorough, in-depth, insightful, or exceptional in some way)
6-8	Meets Standard	Good performance; proficient
5-1	Below Standard	Inadequate performance
N/A	Not Applicable	Performance was not observed

	<u>Above</u>	<u>Meets</u>	<u>Below</u>	
1. Personal Management (exhibits appropriate work ethic and behaviors)	10 9	8 7 6	5 4 3 2 1	N/A
<ul style="list-style-type: none"> ▪ Reports to job site and attended at appropriate time ▪ Dressed and groomed appropriately ▪ Behaves in a professional manner at the site 				
2. Communication (demonstrates effective skills to give and receive information)	10 9	8 7 6	5 4 3 2 1	N/A
<ul style="list-style-type: none"> ▪ Demonstrates effective verbal & non-verbal communication skills ▪ Speaks clearly, listens attentively and asks appropriate questions ▪ Demonstrates interest in the site and job 				
3. Problem Solving/Teamwork (demonstrates effective skills to work with others)	10 9	8 7 6	5 4 3 2 1	N/A
<ul style="list-style-type: none"> ▪ Listens and gathers information ▪ Understands roles and possible tasks and techniques to use 				
4. Overall evaluation	10 9	8 7 6	5 4 3 2 1	N/A
<ul style="list-style-type: none"> ▪ Student seemed to benefit from the experience 				

Please complete the statements on the other side and fax or return with the student so they receive credit!

Job Shadow Host Evaluation Form – rev 2015-2016

Over

III. Extended Application Evaluations

Using the ratings below, indicate how the student performed in relation to each standard. Please sign the form and discuss the evaluation with the student. Return the form to the student so they may receive credit for this experience.

	<u>Ratings</u>	<u>Your evaluation of the student</u>
9-10	Above Standard	Exceptional performance(evidence thorough, in-depth, insightful, or exceptional in some way)
6-8	Meets Standard	Good performance; proficient
5-1	Below Standard	Inadequate performance
N/A	Not Applicable	Performance was not observed

- | | <u>Above</u> | <u>Meets</u> | <u>Below</u> | |
|---|--------------|--------------|--------------|-----|
| | 10 9 | 8 7 6 | 5 4 3 2 1 | N/A |
| 1. Relevance —(Demonstrates evidence of personal relevance) | | | | |
| <ul style="list-style-type: none"> ▪ Experience demonstrates connection to post high school goals/plans ▪ Experience shows evidence of new learning, ideas, results, or conclusions appropriate to the student’s personal, academic, and/or career interests and post-high school goals | | | | |
| 2. Rigor —(Applies and extends academic and specialized knowledge and skills to new situations) | | | | |
| <ul style="list-style-type: none"> ▪ Student applies knowledge and skills learned from experience to personal, academic, and/or career interests and post-high school goals ▪ Student applies knowledge and skills in complex or non-routine situations where there is some individual responsibility and autonomy | | | | |
| 3. Reflection —(Reflects on learning and connection to goals) | | | | |
| <ul style="list-style-type: none"> ▪ Reflects on relevance of experience (i.e., student can explain connection to post-high school goals and plans and/or shows new learning, ideas, results, or conclusions) ▪ Reflects on experience (i.e., student recognizes appropriate academic and specialized knowledge and skills required for this field) | | | | |

Do you have any suggestions for improving our Job Shadow program?

Would you be willing to host another student in the future? Yes No

Comments:

Signature of Shadow Host

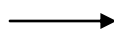
Date

If you are unable to return this with the student, please **fax both sides to (503) 565-4269 or mail to MHS College & Career Center, 615 E 15th Street, McMinnville, OR 97128.

Please complete the statements on the other side **and fax or return with the student so they receive credit!**
Job Shadow Host Evaluation Form – rev 2015-2016

Job Shadow Reflection Paper

Head your
paper



Expected Graduation Year
Today's Date

Full Name
Student ID #

Write a 2- to 2-1/2 page reflection paper about your job shadow experience. The paper should be typed, double-spaced, with a 12-pt font. You will include:

- Where you shadowed and with whom you spent the day. Be sure to include his or her first and last name, spelled correctly, and his or her job title
- Describe your experience and your observations. Explain what you did and learned while there and include at least one new thing you learned about this career field
- Describe how the experience will help you determine whether this might be a good career option for you
- Describe the classes and/or experiences you should complete or participate in while still in high school to prepare for this career
- Describe what type of training or education after high school is recommended and/or required for success in this career field and how this might affect your plans
- Conclude with whether you think this is a realistic and possible career field for you and explain why or why not

Staple the completed job shadow interview, the evaluation the host completed (if it was given to you), your reflection paper, and thank you note. Return all items to the College & Career Center.

Required!

Job Shadow Thank You and Envelope SAMPLE

Return at least 6 times from top of screen
so date starts about 2" from top of paper

Current Date

Return 4 times

Mr. (Ms. or Mrs.) Shadow Host
Business Name
Mailing Address
City, OR 97128

Mailing address may not be the same as the street address

Return 2 times

Dear Mr. (Ms. or Mrs.) _____,

Return 2 times

I enjoyed spending time with you on (insert date) and learning more about the _____
field. It was especially helpful (or interesting) to _____.

Return 2 times

Thank you for taking the time to talk with me and allowing me to observe for the day. The
information I received from this experience will help me _____. I appreciated your
time and insight into the field of _____.

Return 2 times

Sincerely,

Return 4 times

Actually sign your name in this blank space—in ink!

Your First and Last Name Typed

Your Name
Mailing Address
City, OR 97128

**Block Print Information in
Ink**

Place
stamp
here

Mr. (Ms. or Mrs.) Job Shadow Host
Business Name
Mailing Address
City, OR 97128 ← (all on same line)

