



junior **JOB SHADOW**

Westford Academy

OVERVIEW



What is it?

An opportunity for juniors to follow an employee at their workplace to learn more about a particular occupation or industry.

When is it?

Tuesday, May 16

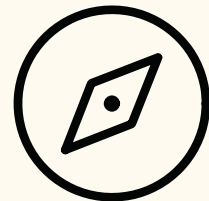
Who is it for?

It's mandatory for all juniors.

- If you don't have a site, you will complete a curriculum during school.

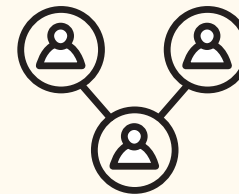


Job Shadow **PURPOSE**



EXPLORATION

Helps you explore
different career paths
and/or majors for
college



CONNECTIONS

Helps you make
connections for your
Senior Capstone,
Summer Work, etc.



APPLICATION

Connects what you are
learning in school to
jobs/careers in the real
world

STEPS TO FOLLOW

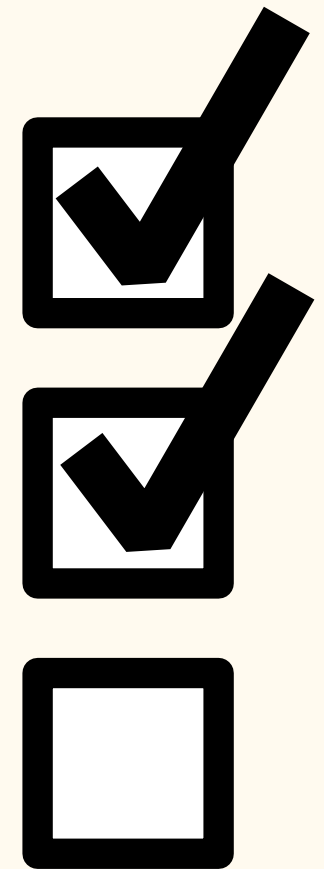
Research & Explore Interests

Begin thinking about what type of experience you want?
Business? Education? Medicine? Trades? Etc!

Contact Employers and Secure Job Shadow Site

Students are responsible for contacting a potential job shadow site to arrange their job shadow experience. Reach out via phone or email. Who will be your site mentor?

Prepare for Day of Job Shadow





explore **INTERESTS**

Not sure where to start? Here are some helpful ideas on how to get started!

01

YouScience Survey

Career assessment surveys help you find careers that fit your interests

02

Network, network, network!

Talk to family, parents of friends, and neighbors about their careers

03

School Counselor

Talk to your school counselor about your ideas

CONTACT PROSPECTIVE COMPANIES

- Contact a connection at the company via phone or email
- Explain what Job Shadow Day is & why you're doing it
- Include a link to the job shadow website if they would like to learn more
- Be Professional!





outreach EXAMPLE

Introduce yourself

Explain why you are reaching out

Explain what job shadow is

Offer to have a conversation

Dear Mr. Kelleher,

I hope this note finds you well today. My name is Charlie Knowles and I am currently a junior at Westford Academy. Our high school has a Schools to Careers program that's designed to help us learn about potential careers to make more informed decisions about our futures. As part of this program, we are supposed to conduct a job shadow at a workplace to learn more about a particular occupation or industry.

I am reaching out to you today to express my interest in conducting my Junior Job Shadow at your company, Red Hat. One career I'm interested in learning more about is business as I've enjoyed some of my business elective courses.

If you would like to learn more about Junior Job Shadow day, more information can be found [here](#). Please note that the job shadow would ideally take place on May 18, 2022.

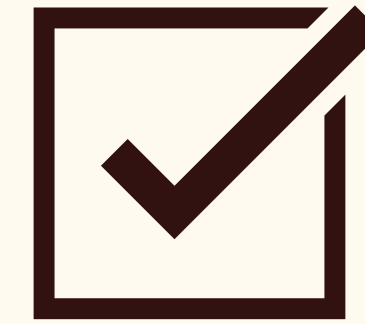
I would be happy to speak more with you about this opportunity and tell you a little more about me.

I look forward to hearing back from you.

Sincerely,

Charlie Knowles

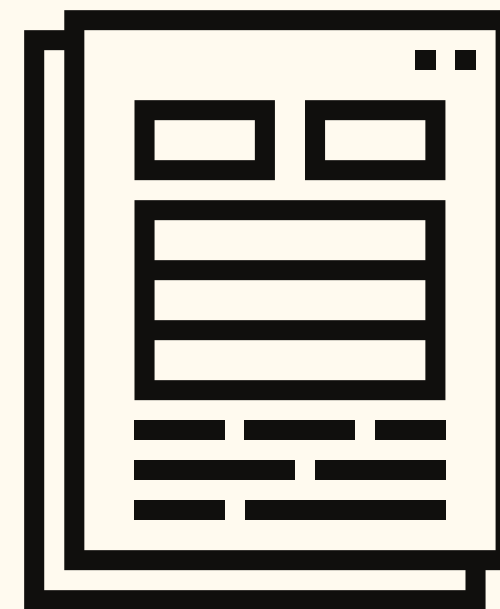
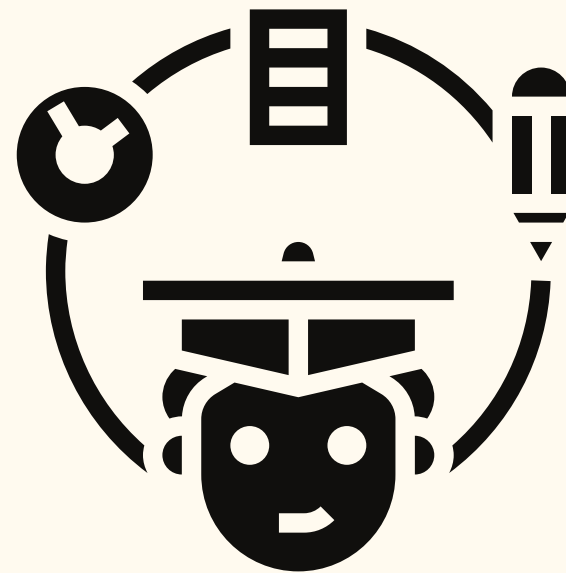
YOU GOT A SITE! NOW WHAT?



- You need your job shadow site mentor's name, email, phone number, and address of their job
 - Make sure this information is accurate
- Fill out the Google Job Shadow Form accessible on:
 - Class of 2024 Google Classroom
 - School to Careers website – under the Junior Job Shadow tab
 - Make sure to log in with your Westford Google account

IF I DON'T GET A SITE... WHAT HAPPENS?

- If you don't get a site, you'll have an in-site experience at Westford Academy regarding career exploration and interests





Information for Students



The Junior Job Shadow will be held on Tuesday, May 16 2023 for the Junior Class of 2023.

The expectation is that you are on site for **at least four** hours that day.

HELPFUL LINKS & RESOURCES

- [Junior Job Shadow Agreement Form](#)
- [Email template and phone script](#)
- [What is Networking and How to Network - Presentation](#)

Complete the following **prior to** the Job Shadow day and submit to your site mentor prior to or at arrival:

- [Job Shadow Expectations Worksheet](#)
- [Buildable resume template](#) - make a copy before you begin
- [Resume action verbs](#)

The following worksheet is to be completed during the Job Shadow day:

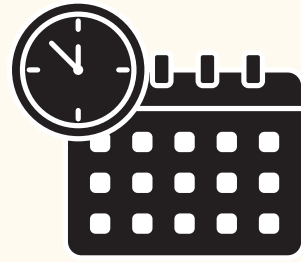
- [Site Mentor Interview Worksheet](#)

Following the Job Shadow day, we ask that you complete the following:

Post-shadow reflection survey in SCOIR



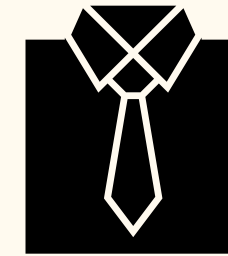
PREPARING FOR YOUR JOB SHADOW



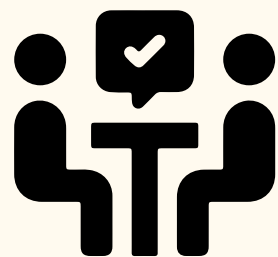
Schedule an arrival &
departure time
(4hrs minimum)



You must provide
your own
transportation



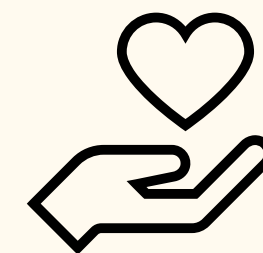
Dress
Professionally



Research the company
online before your job
shadow



Arrive with questions
you have regarding
your site mentor's job



Be respectful and
polite to everyone you
meet



WHAT TO BRING FOR JOB SHADOW



Job Shadow Expectations Sheet

This sheet highlights what you would like to learn during your job shadow



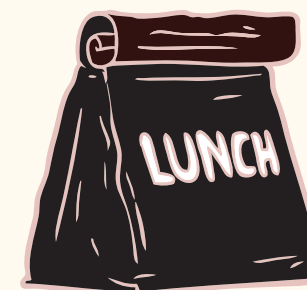
Questions for your Site Mentor

Bring a copy of the site mentor interview worksheet. This will help guide you with asking questions about their career path and current job



Formal Resume

Bring a resume that reflects your achievements and activities



Lunch

Find out from your site mentor if this is required or if they'll provide you lunch.

You can bring your cell phone, but keep it on silent and out of sight



WHAT TO WEAR



Business Casual

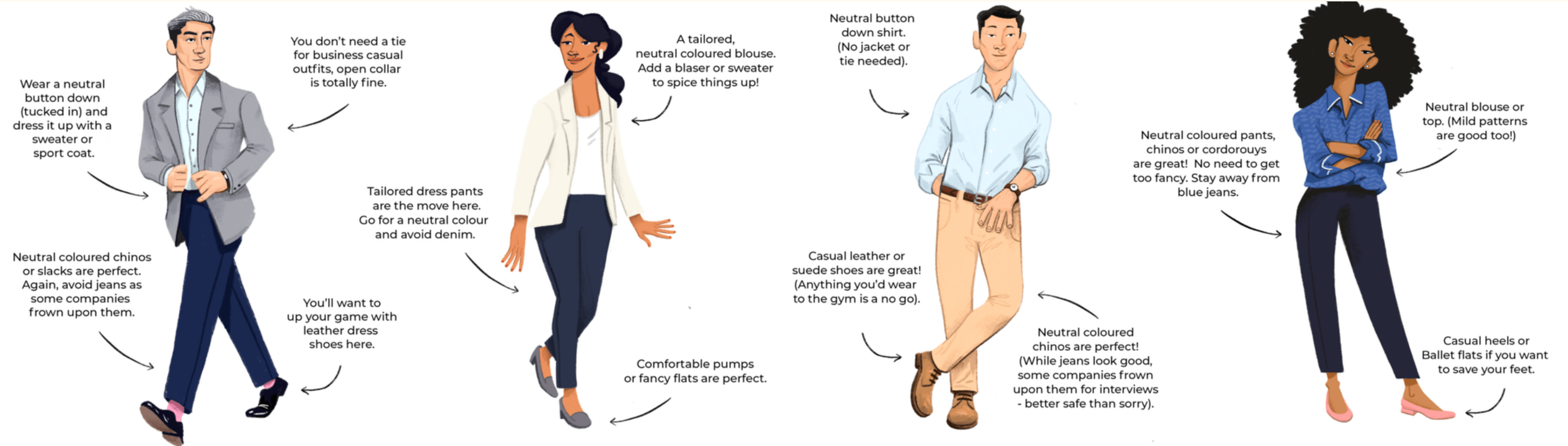
- Casual slacks, skirts, collared shirts, blouses or sweaters, nice shoes
- No sneakers, sandals, hats or shorts
- No midriffs or tank tops

Not sure? It's OKAY to contact your site mentor to ask about the dress code





WHAT TO WEAR





QUESTIONS TO ASK YOUR SITE MENTOR

These questions should be tailored based on your research

- What does a typical day look like for you?
- What education did you need to do this job?
- What do you like most and least about your job?
- What advice would you give someone my age that is exploring potential careers?
- What skills are required to fulfill your role?



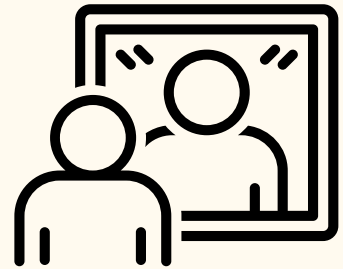


AFTER YOU LEAVE JOB SHADOW



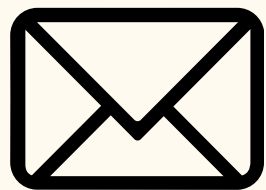
Say Thank You

Write your site mentor a thank you note via email or through the mail



Fill out the Post Job Shadow Reflection

On Scoir under "About Me" tab



Keep in Touch

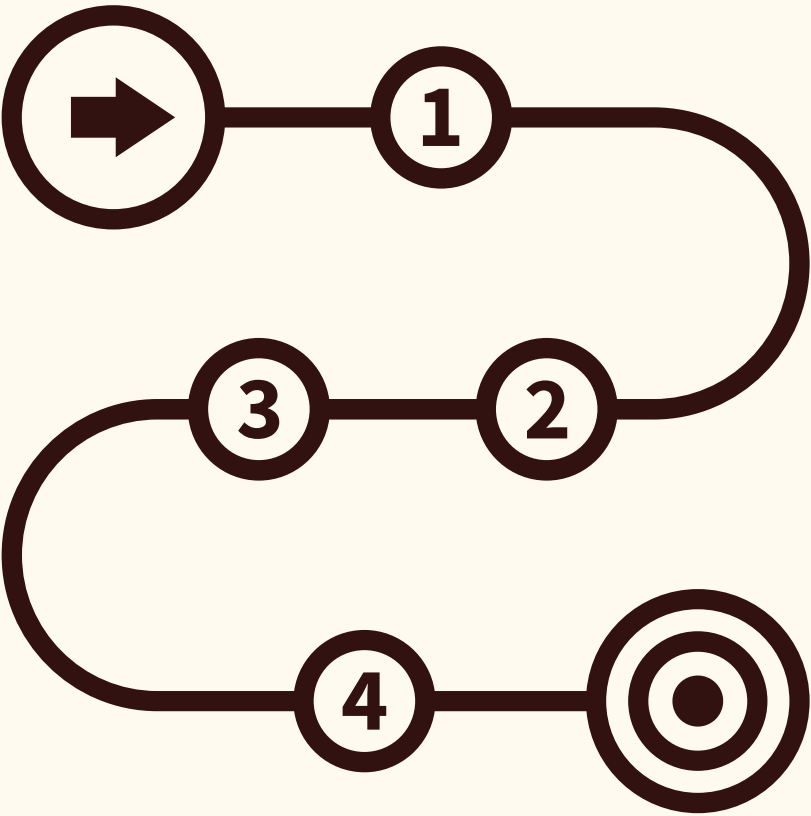
If you made a good a connection, make an effort to keep in touch with your site mentor via email, phone or mail.



TIMELINE

WHAT TO EXPECT & WHEN

What	When
Advisory Presentation	3/8
Drop-in hours	3/9, 3/16, 3/23
Site Selection Due	3/25
Job Shadow Day	5/16
Shadow Reflection Due	Post-Job Shadow



QUESTIONS?

PLEASE REACH OUT TO
MRS. DEMAGISTRIS

