

The Job Shadow

A job shadow takes place at a business in a community and lasts from 4 to 6 hours. A second **job shadow is required** to provide you with first hand information about your chosen career and access to those working in the field. Each job shadow experience will be unique. For security and safety reasons, some will only interview their job shadow hosts. Your advisor will be available to assist you set up your job shadow experience. However, students are responsible for the actual communicating and scheduling involved in this activity. **The first job shadow is due the beginning of October. If Option A, the Career Research Paper, is chosen a second job shadow will be required and due near the end of October.**

Do a significant amount of research on the career before the job shadow so you can ask pertinent questions. This knowledge will also demonstrate to your host your sincere interest in their career. The following questions serve as a starting point of ones that you may ask:

How would you describe a typical day at your job?

What do you like most about your work?

What do you like least?

What work habits are important for this job? (Following directions, Being accurate, participating as a team member, Working Independently, etc.)

What education and training do you need for this job?

What subjects should I study in school to prepare for this job?

What is the salary range for this job?

How has technology affected this job?

How do you think this job will change in the next five years? The next 10 years?

The Shadow Evaluation Form should be provided to your host. As a courtesy, you should **include a pre-addressed and stamped envelope** to be sent to **Northwest Christian High School, Attention: Senior Portfolio Coordinator.**

Thank You Letter

Thank you letters are an important professional courtesy. It is out of generosity that businesses allow you to job shadow; they are not required to give you their time. Therefore a simple written note expressing your appreciation for their investment in you and your research is an appropriate gift to your host. **A copy of the thank you letter you wrote to your host needs to be attached to your Senior Project when your final written paper is submitted.**



NORTHWEST CHRISTIAN HIGH SCHOOL

4710 Park Center Ave NE Lacey, WA 98516 360-491-2966 360-491-3086(fax)

Job Shadow Evaluation

Feedback is very important! Please complete this evaluation (as it pertains to you) after the student has concluded his/her time with you. Send it back to NCHS in the self-addressed envelope as soon as possible. Thank you very much for your participation and assistance!

Student's Name _____ Advisor's Name _____

Organization: _____ Occupation: _____

Evaluator's Name/Title: _____

Date of Job Shadow: _____

Skills	Needs Improvement	Good	Excellent	Comments Please note if unable to evaluate
Punctual				
Responsible				
Appearance				
Preparation				
Basic speaking skills				
Gets along with others				
Follows Instructions				
Adjusts to situations				
Works without close supervision				
Asks for assistance as needed				
Positive attitude				
Other				

Please Mail this form to:

NCHS, ATTN: Senior Portfolio Coordinator
4710 Park Center Ave NE
Lacey, WA 98516

"DEVELOPING CHRISTIAN LEADERS"

Student Job Shadow Summary

After completion of your job shadow or (if necessary) previously authorized interview, you should evaluate what you have learned. The student job shadow summary is a personal critique of your job shadow and should include answers to the following questions:

- **What new things did I observe or learn?** ~ This may require some alert observation skills; especially if it is a familiar environment for you. The goal here is to determine if this particular career fits your characteristics, skills, etc. Therefore, the job shadow is an opportunity for you to observe this career critically as a potential opportunity for you.
- **In what ways does this career fit / not fit me?** ~ This question asks you to critique yourself objectively. Do you have the characteristics to meet this career's requirement. For example: organization skills, ability to keep pertinent information completely to yourself, outgoing, or flamboyant. Some characteristics can be learned while others will make you very uncomfortable over time. Attempt to assess the potential for growth and your personal enjoyment / stress levels.
- **What unique perspective did this particular job shadow offer this career field?** ~ Each person brings their own unique skills to a position. Therefore, you could go to two different places where the same work is completed and find different styles of completion. Assess the differences you notice, or ask about them, in this job shadow.

This summary should be three paragraphs addressing the above questions; typed in Times New Roman, 12 point font, no specific word length. However, each paragraph must be fully answered.