

GHS Career Center Job Shadowing Packet

STEP 1: Career Assessments *(optional but recommended)*

1. Take the career assessments on **Naviance** (*Cluster Finder, Career Interest Profiler, and Strengths Explorer*). These can be found under the “Careers” tab.
 - a. Set aside a good chunk of time to complete each of these. Answer the questions honestly to get the best results. There are no right/wrong answers!
 - b. The *Cluster Finder* can be taken as many times as you would like.
 - c. The *Career Interest Profiler* can be reset by your counselor if you would like to retake it.
 - d. The *Strengths Explorer* CANNOT be reset.
2. Identify your individual strengths and skills.
3. Begin to identify your career goals (short-term and long-term). Remember – goals can change!
 - a. Job Shadowing is a great way to help you adjust and set more realistic goals.

STEP 2: Getting Started

1. Build a list of professionals to contact for the experience. Find people who:
 - a. Share a common interest or enthusiasm in an activity that appeals to you.
 - b. Work in a career setting you enjoy and that interests you.
 - c. Work in specific jobs or specific organizations that interest you.
2. Arrange for the job shadowing experience by:
 - a. Asking adults within your family or social network (friends of parents, your friend’s parents, church, etc.)
 - b. Contact local colleges to connect you to professionals in your field of interest (through Career Centers on campus or individual department).
 - c. Contacting the Chamber of Commerce for a list of businesses and professionals in your field.
 - d. Performing a google search.
 - e. Connecting with your school counselor/career counselor.
 - f. Keep a contact log to stay organized with the sites you have contacted.
 - g. If you need assistance with this process, please see the Career Counselor.**

STEP 3: Schedule the Experience

1. Call or send an email to set up a time to interview or shadow the professional. Here is an example script:

Good Morning,

My name is (insert name) - I am currently a student enrolled at Geneva High School. I am reaching out to share a brief overview of our Job Shadowing Program in hopes you may have interest in hosting a job shadow experience for me. I have gone through an extensive application process and am currently looking for a local facility to host my shadow as a (insert career title).

*A job shadow is a **one-time event** for each student that is offered to those who have successfully completed the application process. This process requires the students to complete basic research on the career of interest to ensure it's a field they're interested in exploring. Most sites allow a student to shadow anywhere between 2-8 hours in length (depending on the site and what there is to offer). This opportunity will allow the student to gain first-hand experience on the job site. Moving forward, the student can utilize this knowledge to make better academic and career choices as they navigate their future.*

If this sounds like something you are interested in hosting, please let me know. I would welcome the opportunity in joining your site for some time to expand my knowledge in this field.

STEP 4: Job Shadow Form

1. Fill out Job Shadow/Interview Site Information Form
 - a. Make sure both front and back are filled out
2. Turn in to Career Counselor **BEFORE** your job shadow

STEP 5: The Day of Your Shadow Experience

1. You are responsible for providing your own transportation to and from the site.
2. Dress the part! You will want to inquire about the dress code before attending.
3. Arrive on time. Be professional, be engaged, and ask questions.
4. If something comes up and you cannot make your scheduled shadow, you must contact the site immediately.

STEP 6: Follow Up

1. Send a Thank You card or email. Here is an example:

Dear (insert name of contact),

Thank you for providing the opportunity to shadow you on (insert date). I appreciate your willingness to provide real world experiences in (career title). My favorite part was (describe something that stood out to you or you found valuable in your shadow experience). I was most excited to learn that (share something you were excited to learn or found valuable in your shadow experience). The knowledge I gained from spending time with you at (company name).

Kind Regards,

Geneva High School Career Center
Job Shadow/Interview Site Information

Student Name: _____

Career Title: _____

Name of Site: _____

Address of Site: _____

Phone Number of Site: _____

Name of Mentor: _____

Job Title of Mentor: _____

Email Address of Mentor: _____

Additional Information:

***Please complete front and back of this form and return to Miss Balassone in the Counseling and Advising Office BEFORE your job shadow.**

