

JOB SHADOW ORIENTATION

Why does North High encourage students to go on a job shadow?

A job shadow is a learning experience that takes place at a workplace in the community. A student spends between three and six hours at this workplace following an employee during a typical day, observing what this employee does, and asking the employee questions about the career field, training, insights to hiring, etc. Several written assignments will be assigned to help the student process the information learned in the job shadow.

- Students observe the daily routine of specific careers and gain a realistic view of the job.
- Students learn what academic, technical, and personal skills are required by particular jobs.
- Students begin to realize that different jobs are characterized by different work cultures and working environments.
- Students begin to understand the connection between school, work, and their goals for the future.

FORMS – review those in the packet

CHECKLIST

JOB SHADOW CONFIRMATION FORM

PREARRANGED ABSENCE FORM

HOST EVALUATION

INTERVIEW QUESTIONS

JOB SHADOW REFLECTION WORKSHEET

THANK YOU NOTE

Do I line up my own job shadow?

FIRST PHONE CALL TO SCHEDULE APPOINTMENT

The Career Resource Specialist will arrange the contact for your job shadow. Once the student is notified of the name and contact information, the student will call the host to schedule a date and time. Students must let the Career Resource Specialist know the date and time they have scheduled as soon as possible.

What is required for a job shadow?

Job Shadow Requirements

INTRODUCTIONS – at the workplace

RESEARCH AND QUESTIONS – when, where, why and how

- The student must have approval from parents, teachers and the Fargo North High School.
- The student will remember that he/she represents both the Fargo Public Schools and Fargo North High.
- All rules of conduct that exist in school also exist during the job shadow. In the event that a student is unable to attend the job shadow, the student is to call the job shadow host and the Career Resource Specialist at 446-2413 as soon as possible.
- Students are responsible for arranging transportation to and from the shadow site.
- Students are expected to be on-time and arrive early if possible.
- Students will dress appropriately as required by the work place. Refer to the FPS Policies for any questions.
- Students are expected to have researched the business and career field.
- Students will ask questions and take notes.

What can I share about my job shadow?

Of course you will want to let your friends and family know how your job shadow went, but there are certain things you may share as well as other things that you may not.

Confidentiality

Before students participate in a job shadow, it is very important that they are aware of the rules and laws of the business community. Confidentiality means not sharing what is seen or heard at a workplace during a job shadow. Students need to remember that participating in a job shadow experience is a privilege. Students may encounter private information during a job shadow. Any release of confidential information may be grounds for legal action against students, parents, and schools. Students have the legal and ethical duty to safeguard the privacy of businesses, clients, customers, and patients. Behaving ethically and legally involves knowing the difference between right and wrong, and choosing to do the right thing.

What are some examples of confidential information?

- Names of customers, clients, or patients
- All customer, client, or patient information such as medical or account information
- All workplace information including financial status, and hiring/firing information
- All employee or staff information such as salary, medical data, account information, or personal issues discussed in confidence

Can students talk or write about their job shadow experiences at all?

- Students cannot tell anyone specific or identifying information about customers, clients, patients, employers, or employees. For example, saying, “Ms. Smith, the accountant I job shadowed, worked on Mr. Jones’ taxes today and he owes \$500,” would be very identifying. The correct way to discuss this situation would be to say, “I observed an accountant preparing someone’s taxes today.”
- There will be some school job shadow assignments in which students will share general information about their job shadowing experiences. Discussion of this type of information will only be conducted in appropriate areas where privacy can be maintained.

If you are unsure about sharing information it is best to remember --“When in doubt—don’t.”

I HAVE READ, UNDERSTAND, AND AGREE TO THE REQUIREMENTS LISTED FOR A JOB SHADOW.

Student signature

Date: _____ / _____ / _____
Month Day Year