

# Setting up and completing your Job Shadow Experience

## Pursue God's Direction

- Ask God for his leading as you consider job shadowing opportunities
- Go to the Word of God and spend time in prayer
- Seek the godly counsel of the wise people around you
- Ask God to show you what is best for you

## Making the Call – first introduce yourself:

### If you are calling one of the LCS job shadowing contacts:

*Hi my name is \_\_\_\_\_. I am a high school student at Lincoln Christian. Miss Osten, my school guidance counselor provided your contact information to me. I am very interested in job shadowing for two to four hours with you.*

### If you are trying to find a person to shadow at a particular company.

*Hi my name is \_\_\_\_\_. I am a high school student at Lincoln Christian. I am interested in a job shadowing for two to four hours with someone who works as a \_\_\_\_\_ (name career) \_\_\_\_\_. Does your company offer job shadowing opportunities to students?*

If they say no, thank them for their time. If they say yes, be certain to ask the following questions.

- Who is the person I should visit with regarding job shadowing?
- What is the best time to reach them?

Be sure to write down correct name and numbers. Read it back to them to be sure.

## As you visit with the person you will be shadowing on the phone be certain to:

- Confirm location, date, and time. Write it down!
- Ask what is the appropriate dress/attire for the job shadow experience
- Thank them for taking time to allow you to shadow them

## Before you Job Shadow be certain to:

- Call again one day in advance to confirm the appointment
- Take the job shadow form to complete and have it signed by the person you are shadowing
- They are available outside the counseling office and online

## After your shadow is complete be certain to:

- Have your job shadow person sign the form
- Thank the person you shadowed with
- Send them a thank you in the mail
- Turn in your completed form to the counselor

## Open yourself to the Holy Spirit:

- Consider what God revealed to you through the job shadowing experience and pray for continued direction as you make future choices
- Ask yourself and ask God, "Is this a fit for the way God has wired me?" "What is the next step Lord?"
- Delight yourself in the Lord and He will lead you in the way you should go

# PLANNED ABSENCE MAKE-UP SHEET

Student Name \_\_\_\_\_ Date of Absence \_\_\_\_\_

Reason for Absence: JOB SHADOWING at \_\_\_\_\_

LCS expectations are for work to be COMPLETED before your planned absence. On the form below, list each class, assignment(s), and have the teachers initial. (Teacher initials signify that work has been completed or, in special circumstances, other arrangements have been made.)

**To leave for job shadowing you must return the completed form signed by a parent to the office before the day you plan to job shadow.**

Class	Assignment	Teacher
1		
2		
3		
4		
5		
6		
7		
8		

No signature is necessary for study hall.

I give consent for my son/daughter to miss school for job shadowing.

Parent's Signature \_\_\_\_\_

## JOB SHADOW FORM (2-4 HOURS)

Student name:

Date:

*Students complete 2 job shadowing experiences. Summer is a great time to job shadow!*

*Choose to shadow a job in an area of work you might desire to pursue a career in. Answer these questions as you "shadow" your "Workplace Mentor." Many of your responses to questions will come indirectly from your observations and interactions. If any questions are unclear, discuss them directly with your workplace mentor. Return this form to the Miss Osten.*

Workplace Mentor Name: \_\_\_\_\_

Job site and Department: \_\_\_\_\_

1. What does this department do within the company?
  
  
2. Describe a typical day in the life of you "Workplace Mentor." (if they are a believer- how did the Lord lead them to this type of work?)
  
  
3. What does your "Workplace Mentor" enjoy the most about their position?
  
  
4. What are the basic skills and knowledge does your "Workplace Mentor" need, and how do they use them? Reading, writing, math, hands on, physical work, listening, public speaking, etc.....
  
  
5. Are technical skills necessary to perform this job? If yes, what types of technology and how are they used?
  
  
6. Which of the following problem solving skills are needed and how are they applied?
  - a. Organizing and planning
  
  - b. Interpreting and communicating information
  
  - c. Thinking creatively
  
  - d. Making decisions
  
  - e. Analyzing problems

7. As you watch your “workplace mentor” do they use interpersonal (people) skills (serving customers, participating as a team member, teaching, leading, resolving conflict)? If so, how?
8. What kinds of management skills are needed for this position? Goal setting, self-evaluation, accepting critiques, effective use of time etc....
9. Is it important to know a second language with this position? Would it enhance performance?
10. Is training required for this position? Education? Does it require a specific level of education?
11. How might this job change in the next 5 to 10 years?
12. Could you see yourself working this position in 5 to 10 years?
13. What were your favorite and least favorite aspects of the job as a career?

*“Whatever you do, work at it with all  
your heart, as working for the LORD, not  
for men” Colossians 3:23*

Mentor's Signature here:

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