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Job Shadowing Tips

1. Ask each student to identify a career cluster that they are interested in and two or three jobs within that cluster that they would like to learn more about.
2. Have the students write letters to two businesses that represent the jobs they have chosen requesting to be permitted to “job shadow” for 2-3 hours. Letters should be in business form. (Show them an example)
3. While waiting for replies, have the students research each business, Identify the company’s mission, the services that are provided, and location.
4. If no replies are received, call the businesses to try and arrange a job shadowing experience.
5. Before students begin their job shadow, stress professionalism, responsibility, promptness and any other employability skills you feel necessary in preparation for this experience.
6. The day before the experience, provide each student with a worksheet outline of the information they will need to complete and return.
7. The day following the experience, have the students write a thank-you letter to the business as well as a reflective paper on their opinions and impressions of the business.
8. Students who do not have transportation to a job site or cannot make a business connection can use the MicroCareerBurst Learning Videos that are located in SCOIS CIS. They can also make arrangements with a local career and technology center’s program of interest or be placed within the school building itself with a staff member, if possible. Students may also job shadow a parent.