



## Pre-Job Shadow Preparation Tools

The job shadow process can be broken down into three major components:

- Pre-Job Shadow
- Day of Job Shadow
- Post- Job Shadow

### Pre-Job Shadow

- Understand proper workplace behavior
- Curriculum Assignment
- Research careers on Career Cruising. What careers are listed as high interest to you? (look at career cruising online)

Research 3 organizations in region and determine what they make, sell and highlight the pro's and con's linked to your career interests. (Search at career cruising for curriculum)

#### Checklist

- Complete release form & check with your school on forms needed.
- Understand basic workplace expectations (see proper behavior at workplace)
- Identify 1-3 careers to shadow
- Make the request via INSPIRE system.

### Day of Job Shadow

- Types of Questions to ask
- Identify the skills you need for each job
- Identify core skills needed to be successful at the company
- Observe and identify internal suppliers and customers

### Post Job Shadow

- Send personal thank you note/card to every employee that spent time with you
- Complete an evaluation
- Write 1-2 page paper about what you like and did not like about the careers you visited? (What did I learn and does it fit with me?)



## Pre-Job Shadow Preparation Tools

### Understand proper workplace behavior

Proper behavior at the workplace:

- Be reliable
- Be prompt
- Be honest
- Have a positive attitude — be friendly, courteous, polite, and cooperative with workers and clients
- Notify the appropriate supervisor (your job shadow host) if you have to reschedule
- If you do not understand something, ask questions or ask for help
- Do not use your cell phone in work areas unless it is for work purposes
- Use professional verbal and written communication

### Grooming

- Students are expected to be well groomed and to wear appropriate attire for most business/industry programs.
- Please refer to your student handbook for appropriate dress guidelines for school.
- Make sure to ask employers about their dress code, refer to information received during communications scheduling the job shadow.

### Curriculum Assignment

- Research careers on Career Cruising. What careers are listed as high interest to you? (look at career cruising online)
- Research 3 organizations in Sheboygan that hire for your career. This can be found on each companies profile under the "who we hire" section.



## **Pre-Job Shadow Preparation Tools**

# **Career Profile Sheet**

**Career of Interest:**

**What companies hire for my Career?**

**What products/services do the company's make/sell?**

**What interests you the most in the careers you have shadowed?**

**What do you want to learn from a job shadow opportunity in this profession? (You can share this with your employer prior to attending the job shadow)**