

Learning Experiment Survey

Discuss and answer the following questions with your partner.

1. Describe the learning activity: _____

Group A Learner's name: _____

What I learned from this activity:

Group B Observer's name: _____

What I learned from this activity:

Who learned more from activity one, the learner or the observer? Why?

2. Describe the learning activity: _____

Group B Learner's name: _____

What I learned from this activity:

Group A Observer's name: _____

What I learned from this activity:

Who learned more from activity two, the learner or the observer? Why?

JOB-SHADOW PROGRAM

Introduction

WELCOME! You are invited to participate in the Transition Job-Shadow Program. This program gives you the chance to learn about what someone does in a job that is of interest to you.

What is Job-Shadowing?

Job-Shadowing is a way to learn about a job in which you are interested by watching a person do that job. A variety of employers will participate in this program by allowing their employees to be Job Site Sponsors. You will have the opportunity to talk with and watch the Job Site Sponsor while they are working.

To job-shadow, you will spend a minimum of two hours observing a job site sponsor while working. Your goal will be to learn as much as possible by watching and listening, asking good questions and taking good notes. It is your responsibility to prepare for your job shadow experience. You will be required to follow all of the rules and turn in a report.

How can job-shadowing help you in your transition?

- You will see what really goes on in the workplace
- You can explore a career in which you might have an interest
- You will meet people who may help you with future jobs
- You will understand what is needed to get different jobs
- You will see how your education relates to the work world
- You will have fun!

STEPS FOR SUCCESSFUL JOB-SHADOWING

1. Check the time and place for your job-shadow.
2. Show up on time! Plan to arrive at least ten minutes early.
3. When you arrive, give your name at the front desk and ask for your Job Site Sponsor.
4. When you meet your Job Site Sponsor, introduce yourself, shake hands, and make eye contact.
5. Present your resume.
6. Politely ask for a business card.
7. Dress appropriately, be polite and make a good impression.
8. Listen carefully and watch your Job Site Sponsor do his/her job.
9. At the appropriate time, ask questions from the Job Interview Report form.
10. Before you leave, thank the employee and employer, and give them the Employer Evaluation form.
11. Complete the Student Reflection sheet as a homework assignment.
12. Write a thank you letter and address the envelope as a homework assignment.
13. Turn in your homework to your teacher

Job Interview Report

Ask the following questions of an employee or employer during a job shadow, volunteer or work experience. Complete as a written and oral report.

Person Interviewed: _____ Interviewer: _____

1. What job tasks do you do each day?
2. What kind of tools, machines or equipment do you use?
3. What do you like most about your job?
4. What do you like least about your job?
5. What kind of special training or education did you have to get this job?
6. What school subjects did you take that helped you with this job?
7. How does your job affect your personal life?
8. What is the starting wage for this job?
9. What kind of jobs did you have before this one?
10. What do you think you will be doing five years from now?

Student Reflection

Sheet

1. What type of work did you observe during your job-shadow?

2. Describe your job-shadow site:

3. What did you like best about your job-shadow experience?

4. What did you dislike about your job-shadow experience?

5. What is the most important thing you learned from your job-shadow experience?

6. Is this a job you would like to have? Why or why not?

Employer Evaluation

Please rate the student's behavior in the following areas. This feedback is important to the student's progress. Thank you for your help.

Was the student on time for the appointment? ☐ yes ☐ no

Did the student introduced himself/herself? ☐ yes ☐ no

Did the student shake hands? ☐ yes ☐ no

Did the student briefly explain the purpose of the visit? ☐ yes ☐ no

Was the student polite with everyone at the job site? ☐ yes ☐ no

Did the student ask questions and listen to the employees? ☐ yes ☐ no

Was the student interested in the activities of this job? ☐ yes ☐ no

Would you consider this student a good candidate for an entry level position? ☐ yes ☐ no

Comments:

Planning Form

Please check the items on this form as they are completed to prepare for your job-shadow visit.

☐

Choose a business to job-shadow.

Name of business: _____

Contact person: _____

Phone number: _____

Address: _____

☐

Call to set up your job-shadow appointment.

☐

Write the Job Site Sponsor's name: _____

☐

Write the date you will job-shadow: _____

☐

Write the time you will job-shadow: _____

☐

Choose the right clothes to wear.

☐

Make a copy of your resume for your sponsor.

☐

Make a copy of the Employer Evaluation for your sponsor.

☐

Complete the Job Interview Report.

☐

Complete the Student Reflection sheet.