

NVCTC

JOB SHADOW

Handbook

WHAT IS JOB SHADOWING?

You follow around a professional—like a shadow—for part of their work day. During a job shadow, you gain firsthand knowledge of a job and this helps you get a clearer picture of what your future could look like.

WHY JOB SHADOW?

You can see if a job could be a fit for you before making a big commitment. Through a job shadow, you can discover what you like, don't like, or what you didn't even know existed! At the end of the day, you're learning a little more about yourself and taking steps to shape your future.

STEP 1: WATCH THE “HOW TO JOB SHADOW” VIDEO

- The job shadow program kicks off on January 18, 2021.

STEP 2: COMPLETE THE JOB SHADOW SURVEY

- Complete the Job Shadow online survey so we can help find the ideal job shadow for you!
 - You can include as many businesses as you like, but start with your first choice.
 - Think about companies or organizations you would like to learn more about.
 - Include what role(s) you would like to explore.
- We have a list of job shadow opportunities already identified, but can always add more. If you would like to go somewhere not on the list, we will arrange that for you.

STEP 3: KNOW YOUR “WHY” AND YOUR VALUE

- It’s good to market yourself! Take an inventory of your positive skills and experiences:
 - Reflect on how you are responsible with commitments.
 - List some of your strengths, skills or positive traits—ask friends and family for feedback.
 - Think of a future goal and how it aligns with this experience.
 - Know your availability for when you can shadow and for how long. Consider scheduling on a day when there is no school or an early out.

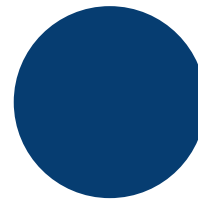
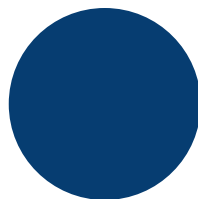
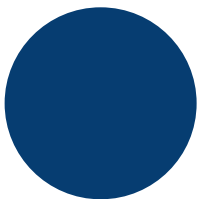
STEP 4: REACHING OUT VIA PHONE

MAKE A CALL (see handout)

- Refresh your memory on the brand as well as company information, what they do, etc.
- Practice a mock phone call conversation with someone else (or by yourself).
- Draft a script if it will help you think of what to say.
- Be prepared to answer questions about why you chose this company.
- Call between 9am-4pm M-F.

STEP 5: PREPARE FOR THE JOB SHADOW

- Prepare questions for the person you will shadow.
- Refresh your memory on information you previously learned about the company.
- Plan on wearing appropriate attire.
- Arrange your transportation and plan to arrive 10-15 minutes early.
- Complete the permission/transportation form with required signatures.



STEP 6: THE DAY OF THE SHADOW

- Arrive early by 10-15 minutes and stay off of your phone.
- Be courteous to everyone.
- Observe the whole experience.
- Say thank you to everyone you meet.
- Take a selfie of yourself with your job shadow host (this will be used for a Facebook post).
- Take notes. Treat the process like an informal interview opportunity where you get to ask questions you have related to the career, company or the field of work you're interested in. You can also write down names or ask for a business card.
- If something comes up and you are unable to make it to the job shadow, it is your responsibility to notify the business and reschedule the job shadow.

STEP 7: THE FOLLOW-UP

- Give a 3-5 minute report to your class on your job shadow experience.
 - What did you learn?
 - Is this a business you may want to work for in the future?
 - Is this a career that you may be interested in pursuing?
- Fill out the Post Job Shadow online survey provided by your teacher.
- Send selfie to Lori Zahradka at lori.zahradka@k12.nd.us.
- Reflect and see if this is an option for you and whether you would like to continue exploring this field/role.

Program funding and support provided by:

