



Tarkio R-I School District
312 South 11th Street
Tarkio, Missouri 64491



Nick Kemerling
Secondary Principal
(660) 736-4118
FAX (660) 736-4546

Carrie Livengood
Superintendent
(660) 736-4161

Tracy A. Cooper
7-12 Counselor
(660) 736-4118
FAX (660) 736-4546

March 17, 2022

Dear Job Shadowing Student:

Job shadowing is an opportunity for an individual to observe and learn aspects about the world of work in the work setting. The experience permits the program participant to gain an understanding of a typical day for an employee and the skills necessary to complete the work required. This years designated dates are March 30 (Juniors) and April 13 (Seniors)

Please find below some questions, which are designed to help you in your experience. Do not clutter your experience with these questions, they are not meant to hinder the job shadow experience only meant to be helpful.

That information might include the following: 1) Job title, 2) Responsibilities, 3) Typical day, 4) What do you like most about your job? 5) Why did you select this type of work? 6) How much and what kind of education do you need for this job? 7) Are math, language, and speech important to your job? 8) Do you use a computer for your job? 9) What did you learn in school that helped you the most on the job? 10) What do you wish you had studied more in school?

Some Job Shadowing employers have suggested that the students have questions available, and some have opposed the students having a list of questions, because the student is tied to the questions instead of learning more about the career. Take a look at the questions and if the opportunity arises, feel free to ask any of the above questions or others that come to mind. I hope you enjoy your day exploring Atchison County business and industry.

Sincerely,

Tracy A. Cooper
cootra@tarkio.k12.mo.us
Guidance Counselor

Job Shadow/Career Exploration Interests for _____
Your Name: _____ Date: _____

Business:

Contact Person:

Address:

Phone:

Area to Job Shadow:

Job Shadow/Career Exploration Interests for _____
Your Name: _____ Date: _____

Business:

Contact Person:

Address:

Phone:

Area to Job Shadow:

Job Shadow Guidelines

What is a job shadow? A student spends time with a business person to ask and observe what personal attributes, skills, and training helped make the person successful. It is also a good time to observe this person's work environment and working conditions, the dress expected on the job, and to talk with other people within the organization about the products and services that the business produces.

How do I find an employer to call? First, evaluate your own interests, skills, and abilities to determine what type of job shadow would be most useful for you. Talk to your parents, friends, and teachers, and ask for their suggestions on who you might call. Use the Yellow Pages phone directory; call the Chamber of Commerce; or go online to research local businesses that employ people in the kinds of occupations that interest you. Your guidance counselor or school-to-career counselor may be able to help you as well.

Making the Call

The phone call to the employer is an important first step. When you decide exactly what you want to say, write it out, practice saying it, make the necessary changes, and practice again. You should sound natural and unrehearsed. Remember—employers want the students in their community to be successful. If they can't help you, most will offer helpful information that might lead to another location.

Start with a script such as:

Good morning. My name is _____, a junior at _____ by _____ . I'm interested in exploring the career of a _____ by participating in a job shadow. Would it be possible to speak with someone who might help me arrange a job shadow with your company? I would really like to come in to spend some time with someone to observe and ask questions.

Be ready to answer questions from the employer such as when and for how long you want to visit, as well as what kinds of activities you want to observe.

Pre Job Shadow Activities

After you have secured a place in which to conduct your job shadow, you need to prepare yourself to get the most out of the experience. The following suggestions will help keep you focused, and will also help you justify the excused absence for the activity.

- Know about the company you're visiting:
 - the type of product or service they sell
 - who owns or operates the business
 - correct spelling of the name of the person being interviewed
 - correct mailing address
 - how to get there
- Research several occupations relating to the company using online sources or information from your guidance office.
- Research the company's Web site, if available.
- Make sure you have the appropriate clothes ready for the day you visit.
- Prepare a folder to keep notes, business cards, or any other information given to you during the day. Make sure you bring a pen or pencil.

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Guidance Counselor
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660-736-4546 FAX

JOB SHADOW/CAREER EXPLORATION PARENT PERMISSION FORM

Today's Date: _____

This form must be signed and returned to the Guidance Office at least 3 days prior to job shadowing.

You are allowed to be excused and approved for educational release.

Name of Company, Institution, or Business _____

Purpose (tour, overnight program, information session, visit friends, job shadow):

Date of Visit: _____ Circle One: Half Day Full Day

Student Name: _____

Parent Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

Off Campus Academic Permission Slip

If you are presently failing any of the courses you will miss as a result of going on this off-campus trip, you will not be allowed to go. The signatures of the teachers beside the courses you are taking indicate you are presently passing the courses.

Field Trip: _____

When: _____

	Courses	Assignment	Teachers' Signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

Give one agreement to your counselor and take the other with you to your job in case you need it.

CONFIDENTIALITY AGREEMENT

Some of you will be job shadowing people who do jobs that need information to be kept confidential. In fact those people performing their jobs may not be able to keep their jobs if information is not kept confidential. These job shadowing people have agreed to give you an experience to help you learn whether you are truly interested in the career you are studying. **YOU MUST KEEP THE INFORMATION CONFIDENTIAL.** So do not go unless you can make this agreement.

I _____ agree not to share **any confidential**
(Student's name)

information from my job shadowing experience.

Job Title/Location Shadowed/Observed:

Student's signature _____ Date _____



CONFIDENTIALITY AGREEMENT

Some of you will be job shadowing people who do jobs that need information to be kept confidential. In fact those people performing their jobs may not be able to keep their jobs if information is not kept confidential. These job shadowing people have agreed to give you an experience to help you learn whether you are truly interested in the career you are studying. **YOU MUST KEEP THE INFORMATION CONFIDENTIAL.** So do not go unless you can make this agreement.

I _____ agree not to share **any confidential**
(Student's name)

information from my job shadowing experience.

Job Title/Location Shadowed/Observed:

Student's signature _____ Date _____

JOB SHADOWING—QUESTIONS TO ASK

OCCUPATION: _____

1. What are your duties and responsibilities? _____

2. What are the responsibilities of your department? _____

3. How are computers used in this career? _____

4. What type of training or education will I need to get a job in this career in the future?

5. Why did you decide to do this type of work? _____

6. What do you like most about your job? _____

7. What do you like least about your job? _____

JOB SHADOWING—QUESTIONS TO ASK

8. Will there be many jobs like yours available in the future? Why? _____

9. What is the typical salary range for someone in this field?

Entry level: _____

Mid-level: _____

Top level: _____

10. Which of these benefits are typically offered in this occupation?

_____ Health Insurance

_____ Dental Insurance

_____ Life Insurance

_____ Bonuses

_____ Overtime

_____ Paid Holidays

_____ Paid Vacations

_____ On Site Child Care

_____ Profit Sharing

11. What other benefits are generally available for this type of job?

12. What physical demands does this occupation require?

_____ Long periods of sitting

_____ Long periods of standing

_____ Some lifting

_____ Climbing

_____ Walk or be able to move around

_____ Stoop, bend, or kneel regularly

_____ Regular lifting of 50+ pounds

_____ Other: _____

13. What are the working conditions in this occupation?

_____ Indoor work

_____ Outdoor work

_____ Cold working environment

_____ Warm working environment

_____ Wet, humid environment

_____ Noisy environment

_____ Hazards

_____ Other: _____

JOB SHADOW/CAREER EXPLORE ON-SITE WORKSHEET



Student Name: _____

Site Visited: _____

Name of Person
You Shadowed: _____

Shadow Date: _____

While at your job site, ask the following questions of the person you are observing. You should also ask two additional questions of your own. This information is for you to use to help you in the career planning process.

1. What is the main purpose of this organization?

2. What are your main responsibilities?

3. What is your time schedule? _____
4. What type of training, education or experience would I need to do this job?

5. How did you decide to do this type of work?

6. What do you like most about your job? _____
7. What do you like least about your job? _____
8. What is the average starting salary for this job or field? _____
9. How is technology used in this job or field?

10. What types of math, science, social studies, or English (written and oral communication) skills are needed to do this job?

11. Do you have any advice for me as I consider career choices?

12. What types of courses or school or community activities would you recommend to compliment this career field?

13. Question: _____
Answer: _____
14. Question: _____
Answer: _____

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JOB SHADOW/CAREER EXPLORATION

VERIFICATION FORM

Today's Date: _____

Dear Staff of: _____
(Name of Institution or Business)

Our student, _____, **is planning a job shadow**
(First and Last Name)

with you on _____. **Please sign this letter below to verify that he/she did indeed make a scheduled business visit with you on the specified date.**

Employer/Staff Signature: _____

Position: _____

Date of Visit: _____

Phone Number: _____

WORKPLACE HOST EVALUATION FORM

Name of Job Shadow Person _____

Name of Business _____

Thank you for participating in *Exploring Atchison County Business and Industry: Job Shadow Day!* Please complete this brief evaluation and return it to Tracy A Cooper, High School Counselor at Tarkio High School. We will use the evaluation to improve the program.

Please rate the following on a scale of 1 through 5 (a 1 indicates that you strongly agree with the statement, and 5 indicates that you strongly disagree).

	1) Strongly Agree-----5) Strongly disagree				
	SA				SD
I was well prepared to be a Workplace Host.	1	2	3	4	5
Today, I gained a new perspective about my job.	1	2	3	4	5
I was at ease interacting with my student throughout the day.	1	2	3	4	5
I enjoyed my experience and would be willing to do it again.	1	2	3	4	5
I would recommend Job Shadowing to other employees.	1	2	3	4	5

For successful Job Shadowing experiences in the future, you might:

What should we discontinue doing?

How could we better support you throughout your experience?

Please list any additional comments:

Thank You

Place text here to thank your customers, friends, or volunteers for supporting your organization. You might want to be specific about their contribution, such as referring a new customer, placing an order, participating in an activity, or giving a gift or donation.

Thank You



Business Name

Primary Business Address

Your Address Line 2

Your Address Line 3

Your Address Line 4

Phone: 555-555-5555

Fax: 555-555-5555

E-mail: someone@example.com

It was a pleasure working with you.



Student Job Shadow Sample Thank You Note

Dear Mr./Mrs./Ms. _____:

1st Paragraph: Thank the host for his/her time.

Thank you for taking time out of your day to give me the opportunity to job shadow you. Our day gave me a better understanding of (Name of Business). The information I received was helpful in gaining more knowledge about this career.

2nd Paragraph: What did you like best? How will it help in your future?

I enjoyed learning about your job and what a typical day is like for you. I learned about (what you learned). I appreciate the advice you gave me about (talk about advice).

3rd Paragraph: Restate your appreciation for their time.

Thank you again for taking time out of your busy schedule and allowing me such a valuable experience.

Sincerely,

(Your name)

DATE

HOST TITLE
COMPANY NAME

ADDRESS

Dear Mr./Mrs./Ms. _____:

1st Paragraph: Thank the host for his/her time. Thank you for taking time out of your day to give me the opportunity to job-shadow you. Our day gave me a better understanding of (Name of Business). The information I received was helpful in gaining more knowledge about this career.

2nd Paragraph: What did you like best? How will it help in your future? I enjoyed learning about your job and what a typical day is like for you. I learned about (what you learned). I appreciate the advice you gave me about (talk about advice).

3rd Paragraph: Restate your appreciation for their time. Thank you again for taking time out of your busy schedule and allowing me such a valuable experience.

Sincerely, (Your name)

