**Job Shadowing Handbook**

Dear Parent/Guardians/Students:

Students in Career Development 2201 have the opportunity experience a job shadowing day with a host employer. This could be a valuable experience for the student and the host. This opportunity should not be confused with the community contribution hours. It is up to students to arrange their own job shadowing placements and have it approved by their career education teacher before the deadline.

Please read all information contained in this handbook and make sure all of the forms are completed as required before the submission deadline.

*"Job shadowing is a work experience option where students learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary,* ***unpaid*** *exposure to the* ***workplace*** *in an occupational area of interest to the student. Students witness firsthand the work environment, employability and occupational skills in practice, the value of professional training and potential career options. Job shadowing is designed to increase career awareness, help model student behavior through examples and reinforce in the student the link between classroom learning and work requirements." (Paris and Mason, 1995)*

The scheduled time is during the week of **April 29th , 2019**, however, if a student is not able to do it that week, they can do it at another time as long as they do not miss an assessment in any other course. Students, with the help of parents, must contact a potential host well in advance of these dates to set up and confirm the day placement.

Included in this booklet is a letter to present to the employer/worker when seeking a host to inform them about the course and this optional activity. If your child is participating, please fill out permission slip and return by **March 15th, 2019**. Included on this permission slip is a section on where students are in the process of finding a placement. We ask that you please be cognizant of the fact that some jobs may not be considered a safe area for students to observe. Please be aware of the potential risks or hazards of some jobs and choose jobs with safety in mind.

* **If students opt out of the job-shadowing program they will have to make up the marks with an academic project.**



Dear Host Employer:

Students in Career Development 2201 at Waterford Valley High School have the option of participating in a job shadowing day. As a host employer you would permit one or more students to shadow employees at your workplace to experience firsthand the work environment, employability and occupational skills in practice. If possible, your support would be greatly appreciated.

The student will arrive at and leave the workplace at a time that you specify in advance. The students have been given guidelines and there are a set of guidelines attached that my help you with the endeavour.

We do ask that you spend a little time answering some simple questions for the student. There will also be some forms of course. Students must present a signed form to the Career Development 2201 teacher indicating that they did participate in the job shadowing day. A brief description of the day from your perspective would be greatly appreciated. A form is attached for this.

Thank-you in advance for your consideration and participation. If you have any questions or concerns please contact me at 745-6264 or via [stevenmoores@nlesd.ca](mailto:stevenmoores@nlesd.ca)

Sincerely,

Steve Moores B.A, B. Ed, M. Ed (IT)

Career Development Teacher

**Job Shadowing Permission Slip**

**This sheet must be submitted before March 15th, 2019**

**Parent signature is required for student to participate in job shadowing.**

I have read the information about job shadowing program and give my child permission to participate in this activity. Please initial the following and sign below:

\_\_\_\_ Child and parent will contact host employer and present letter and guidelines to host, informing the Career teacher upon confirmation, all prior to **Mar. 15th, 2019**

\_\_\_\_ Parent will provide transportation to and from work site and assume any cost involved.

\_\_\_\_ Parents will work with child to ensure forms have been completed by host employer and student and returned to Career teacher.

\_\_\_\_ Parent will help child choose job shadow site that is both safe and most beneficial to student.

**Please indicate your progress in finding a placement:**

Placement Found? Yes NO IN PROGRESS

Where is your placement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of your host/employer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date you will be job-shadowing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature  Student Signature

**General Guidelines for Host**

1. *Preparation:*

* Let the student know what is considered appropriate attire at your workplace.
* Work out with the student what they will see and do that day.

1. *The day on the job:*

* Provide nametags (where necessary); introduce student to as many staff as possible.
* Be prepared to share information about your student's interest areas; maybe some statistics, history, other appropriate information
* Both parties should be open to learning from each other.
* Fill out the evaluation forms.

1. **Keeping Workers Safe**

* The underlying philosophy of the occupational health and safety legislation in Newfoundland and Labrador is an internal responsibility system. Its foundation is that everyone in the workplace- both employees and employers – is responsible for their own health and safety and that of their co – workers.
* When it comes to health and safety, every worker in Newfoundland and Labrador, regardless of age has the following **three** basic rights in the workplace:

1. *The right to know about what hazards there are in the workplace and what precautions must be taken to prevent injuries from these hazards.*
2. *The right to participate in safety and health activities in the workplace without fear of any form of discriminatory action such as discipline.*
3. *The right to refuse work that one reasonably believes can be dangerous to one self or others.*

* When it comes to safety at work, it’s everyone’s responsibility.
* Employers are responsible for the following:
* Providing a safe workplace, equipment, systems and tools
* Providing information, training, supervision and facilities to ensure worker safety
* Ensuring that workers and particularly supervisors are familiar with all hazards
* Consulting and cooperating with their Occupational, Health and Safety Committees
* Employees are responsible for protecting:
* Their own health and safety
* The health and safety of other workers
* By combining the efforts of these parties, the goal of reducing the incidence of injury and illness in the workplace can be achieved.

**General Guidelines for Students:**

1. *Preparation:*

* Work out with your host what you will see and do that day, based on your interests and availability.
* Job Shadowing is part of a learning process. Participants are not paid for this experience. Be respectful of your host’s time commitment.
* Come prepared with questions to ask the host, tell your host what you are interested in learning.
* Check with the host in advance to determine your plans for the day following set dates as given above.
* Check with host in advance about appropriate attire.
* Provide advance notice if you require special needs accommodations.

1. *The day on the job:*

* Be mindful that different jobs observe different policies and do your best to abide by them.
* Come prepared with questions. Both parties should be open to learning from each other.

1. *Follow-up:*

* Complete an evaluation (**attached**).
* A thank you note to your host is always appreciated.
* If mutually agreeable, continue your discussions—who knows, it may develop into a longer term mentoring relationship!

**Note:**

* **This handbook is based on the work of several people and groups with connections to the NLESD, but is in no way an official product of the District.**

**Sources:**

* [www.safeworknl.com](http://www.safeworknl.com)
* <http://www.labour.gov.on.ca/english/atwork/youngworkers.php>
* Stella Maris High School via ESDNL conferences
* Mr. John Hanlon PWC
* Mr. Bob Riche, WVH

**Occupational Interview**

* Students **MUST** bring the remaining pages of this booklet to the job shadow. These must be submitted before **June 3rd, 2017**.

This must be completed by interviewing your contact sometime during job-shadowing day. This must be done at the convenience of your contact.

**Write your answers in the space provided.**

1. Please indicate the occupation you job shadowed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What was your impression of the working conditions?

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1. What was the person’s job title? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How many years have they worked in this occupation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What qualifications (education, training, experience) are necessary for this career?

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1. What school subjects were important to or required for the training?

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1. What is the typical salary range for this career? \_\_\_\_\_\_\_\_\_
2. How many hours do you work a day? \_\_\_\_\_\_How many hours in a typical work week? \_\_\_\_\_\_\_\_\_
3. Does your work schedule allow enough family time/time for leisure activities? **YES NO**
4. What is the most stressful aspect of this job?

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1. To what degree is technology used in the job?

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1. How can you advance in this career?

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1. Is there any travel required in this job?

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1. What are the most rewarding aspects of this job?

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1. Is there a possibility of transfer to other locations?

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1. Are occupations like this on the increase or decrease?

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1. Are there any local opportunities?

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1. Any advice for those interested in this career?

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**Job Shadowing Host / Employer’s Feedback Form**

**EMPLOYERS:** Please detach and complete this form and fax back to (**709)745-5672** Waterford Valley High: Attention **Steve Moores**

Student Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Job Shadowing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions:**

1. In your opinion was the job-shadowing program a positive experience?

\_\_\_ Yes \_\_\_ No \_\_\_ Maybe

1. Was the job shadowing a positive experience for your company/organization?

\_\_\_ Yes \_\_\_ No \_\_\_ Maybe

1. What was the most positive or beneficial aspect of the job-shadowing program?

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1. Please share any suggestions you may have for the job-shadowing program.

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**Thanks so much for your time.**

Host Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Student Evaluation Form**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Job Shadowing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions:**

1. What career were you exploring?

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1. Why did you choose this “Job Shadowing” placement?

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1. Briefly outline the structure of your day and talk about some of your experiences:

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1. What was the main thing you learned from the job shadowing program?

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1. Was there anything about the experience that could have been better? Explain.

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1. How likely are you to pursue a career in this field?

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1. What did you learn “**ABOUT YOURSELF”** from this experience?

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