



Nebraska FBLA Job Shadowing Packet

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Introduction

The National Job Shadowing Day is held on February 2 of every year. The purpose of this day is to introduce high school students to careers they are considering pursuing. Not only does it offer a close up look at the student's desired profession, but it also gives participants vital hands-on experience. This experience can be a leading factor in deciding what classes to take in school as well as what jobs to pursue in life. Nebraska FBLA encourages your chapter to participate in this national project!

Not only can this project benefit your chapter by helping students make important decisions with their life, but it is also a great way to create connections in your community. Be sure to utilize businesses in your community and encourage them to work with your chapter. This connection could be used to land partnerships, part-time jobs, internships, and even full-time career positions.

If your chapter chooses to implement this great opportunity, then this packet is just for you! Feel free to alter this packet to work for you. Find something that works and run with it.

Step-by-Step Process

- **Administration Permission:** Talk to your administration about the Job Shadowing Day and gain their approval. You will want to do this at least 2 months in advance.
- **Set the Day:** After getting permission, choose a date for your Job Shadow. Although the National Job Shadowing Day is held on February 2, feel free to choose a date that works best for your members. Follow up with administration to approve the date.
- **Appoint a committee:** Briefly explain the work the committee will be assigned and allow members to sign up. You will want your committee to consist of about 6-15 people. Have your committee appointed 5 weeks in advance.
- **Distribute Job Shadow Request Form:** Give your members a week to fill out the form and return it to your committee chair. The form is on page 5.
- **Compile Forms:** Group members who have requested the same first career choice together. Sort the forms into groups based on the type of occupation requested: health, education, business, agricultural, industrial, and miscellaneous.
- **Start Contacting:** Assign each sorted group to a committee member and begin calling businesses by using the calling script found on page 6. Be sure to record all information pertaining to calls including the time, if a message was left, who to contact, or any other special messages given. See page 7 for an example. As a courtesy to the businesses, call at least 4 weeks in advance.
- **Setting up the Shadowing:** Once a business agrees to allow a job shadow, fill out the Job Shadowing Form found on page 8 and distribute the form to the students.
- **Parent's Permission:** Distribute the permission form for members' parents or guardians. Be sure to follow any other forms or requirements your school may have. Take note that some businesses, hospitals, and police departments may require additional paperwork as well. Typically these extra forms are due 2 weeks in advance.
- **Confirm Job Shadowing Day:** Call the businesses that have students attending and confirm the arrival time, length of shadow, and any special requirements the members need before arriving. Do this within the week of the Shadowing Day.

- **Job Shadowing Evaluation:** The first available day before the shadowing, give the members the evaluation and instruct them to complete all the paperwork while at their job shadow. This form can be found on page 10. On page 11 you will find the evaluation that members should have their business person fill out about the student's behavior.
- **Job Shadowing Day!** Send the members to their Job Shadowing event with the evaluation packet.
- **Thank you:** Require the members to write a thank you in appropriate business format. After proofreading, mail the letters to the business within a week of the Shadowing Day. A sample thank you is found on page 12.
- **Follow up:** Record all of the businesses that allowed members to shadow or said they would be willing to help next year. Be sure to save the contact person's name, the address, the phone number, and the career profession and use these names next year!
- **Share your Success:** Write an article about the success of your Job Shadowing Day and submit it to the Nebraska FBLA Pledge as well as to your local newspaper!

FBLA Job Shadow Request Form

Name: _____

Grade: _____

Homeroom: _____

Please indicate your first and second choice of careers you would like to shadow on *(insert job shadowing day)*.

1st Choice: _____

2nd Choice: _____

Return to _____ by _____

Calling Script

♦Remember to be polite and speak slowly♦

Hello. My name is (name) and I am calling on behalf of (chapter) FBLA Chapter. Can I speak to somebody who is in charge of Job Shadowing opportunities?*

Hello, my name is (name) and I am calling on behalf of (chapter) FBLA chapter. We are conducting a Job Shadowing Day for our high school students on (shadowing date). We have a student who would like to shadow a (occupation), and I was wondering if you have any personnel that a member can shadow?

-If they accept-

That sounds great! The students name is Jane Doe and she is a senior. What time would you like her to arrive on (shadowing date)? Are there any other special requirements you have for her such as dress code or things to bring? She will arrive at 8:00 am on February 2. Thank you, have a nice day.

-If they decline-

Thank you for your time. Have a nice day.

-Leaving a message-

Hello, my name is (name) and I am calling on behalf of (chapter) FBLA chapter. We are conducting a Job Shadow on (shadowing date), and we have a student interested in shadowing somebody in your profession. If you could call me back at (school's phone number said twice) for more information, it would be appreciated. Thanks!

*You may also try asking for the Human Resource Department.

Sample Record

Date and Time	Who was contacted, what was said or any special instructions, and who called.
11/8 at 3:40pm	Called St. Francis Medical Center, left a message with Jane Doe. Jenna Wagner
11/8 at 3:45pm	Called Wal-Mart north, talked to Adam Smith, will call back on Tuesday. Jenna Wagner
11/8 at 4:00pm	Called Hy-Vee Bakery won't be able to accommodate this year. Jessica Anderson
11/9 at 8:09pm	Adam Smith called back and will be able to accommodate two students. Mr. Smith
11/9 at 12:38pm	Called Grand Island Police Department, told to call back tomorrow and ask for Terry Applewood. Sam Jefferson

Job Shadowing Form

Name: _____

Grade: _____

Homeroom: _____

On (*shadowing date*), you will be shadowing _____. Please report to the business promptly at (*five minutes before scheduled time*). You are to wear casual business attire (dress shirt, polo, khaki pants, slacks, etc.) Attached is an evaluation you must fill out DURING the job shadow as well as an evaluation for your business person to fill out about you. Return both completed forms to (*adviser name*). Remember to be polite and courteous. The address, phone number, and name of the person you will be shadowing are below:

Person Shadowing: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____

Parent/Guardian's Permission

My son/daughter, _____, has my permission to participate in the FBLA Job Shadowing program on (*shadowing date*).

This student will provide his/her own transportation to the work site and back. He/she will be responsible for his/her own welfare to and from the work site.

Guardian's Signature

My son/daughter may do the following:
(Place an X by your mode of transportation)

- Drive
- Ride with another student. Who? _____
- Ride with another student's parent/guardian. Who? _____
- Ride with own parent
- Other
Explain: _____

Please return this form by (*return date*).



Job Shadowing Evaluation

Name: _____

Grade: _____

Homeroom: _____

Name of Business Person Shadowed: _____

Place of Business: _____

Please ask your business person the following questions

What education did you need to prepare for this job?

What made you go into this field?

What is your favorite thing about your job?

What are the pros and cons of your profession?

What tips would you offer for somebody going into this career?

Please answer these questions following your shadow

What did you like and dislike about this job?

What did you learn about the job that was new for you?

Do you still plan to pursue this area for your future?

Did you experience any problems with the job shadow?

Student Evaluation

Please have the person you are shadowing fill out this survey.

Name: _____

Company Name: _____

Email Address _____

- | | | |
|---|-----|----|
| 1. The student arrived on time. | Yes | No |
| 2. The student was dressed appropriately. | Yes | No |
| 3. The student was polite. | Yes | No |
| 4. The student asked me questions. | Yes | No |

5. What suggestions do you have to help this student in this career?

6. Do you have any other ideas for helping students become prepared for the work force?

7. Do you have any additional comments?

THANK YOU for participating in our job shadowing project. Your time and interest are very much appreciated as we work to assist our youth in finding appropriate career areas.

Sample Thank You

Top Margin: 2"
Side Margins: 1"

Wood River Rural High School
13800 West Wood River Road
Wood River, NE 68883
Current Date

(QS)

Ms. Terra Green
Williams Law Office
1234 South Bend Lane
Grand Island, NE, 68883

(DS)

Dear Ms. Green

(DS)

Thank you for allowing me to shadow you on October 20. I really enjoyed asking you about your career.

The opportunity for me to participate in hands-on work in the career I am considering was a good experience. It has confirmed my interest in being a lawyer. You did a great job of explaining all of your duties and requirements for your job, and I appreciate you taking the time out of your day to allow me to shadow.

Again, thank you for your time and effort. The experience was beneficial and helped confirm my career interest.

(DS)

Sincerely

(QS)

Jenna Woitaszewski

Enjoy Your Job Shadowing Day!



Nebraska FBLA