

Hidden Valley Middle School Job Shadow Day

Student job shadowing is a project to give students the opportunity to spend a day at a business in the community observing one or more persons doing their real-world job.

You will get the most out of this assignment if you job shadow someone in a career area in which you already have a genuine interest. Your assignment will be to decide the business you will visit, arrange with the business to shadow an employee, and then complete the Job Shadow Assignment sheet.

Every Hidden Valley Middle School 8th grader will do this project on the same day, **Thursday, April 29, 2021**. You need to work the same hours as the person you are shadowing (no less than 4 hours if they are part-time).

Follow these Steps:

1. Working with your parents, make a list of career areas you are interested in and to which you have access.
2. From the list, select the best possibilities for your Job Shadow assignment, and make a list of your top three choices.
3. Decide on your number one choice. Contact and make arrangements for your Job Shadow to take place on **Thursday, April, 29, 2021**. Have your parents be as involved as needed. If your first choice doesn't work out, try another choice.
4. **Turn these things in at the Counseling Center by April 22, 2021:**
 - a. **Pink "Participation Disclosure & Acknowledgement Form."**
 - b. **Blue "Resume Worksheet."**
5. Make a confirmation call two days before the Job Shadow experience. Use good manners.

Use the phone script below for guidance:
"Hello, may I please speak with _____?"
When that person answers:
"Hello my name is _____ from Hidden Valley Middle School. I am calling to confirm my job shadow appointment on April 29, from _____ to _____." (example – 9:00 A.M. to 5:00 P.M.)
Conclude the conversation with:
"Thank you for this opportunity. I look forward to meeting you on Thursday."
6. Review the Job Shadow Assignment before your Job Shadow experience.
7. Review student behavior expectations:
 - a. Arrive on time (10 minutes early).
 - b. Dress appropriately. It is better to overdress than underdress.
 - c. Under no circumstances are you simply not to show up. If you cannot attend due to illness, contact both your site and the school.
 - d. Be on your best behavior. Remember, you are representing Hidden Valley Middle School. Make a good impression.
8. Complete the Job Shadow Assignment sheet and turn it in at the Counseling Center by **Monday, May 3, 2021**.