

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

# Job Shadow Learning Journal



2022

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Job Shadow: Learning Journal

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## Table of Contents

Introduction.....	1
Job Shadow Responsibilities .....	1
Pre-Planning and Reflection .....	2
Researching Employers/Community Hosts.....	3
Sample Career Research Interview Questions .....	4
Career Research Interview Form.....	5
3 Places I Would Like to Job Shadow.....	7
Things You Should Know Before You Go to Your Job Shadow .....	8
Job Shadow Reflection.....	9
Expressing Your Appreciation .....	11
Portfolio .....	11



## Introduction

Choosing a career interest is part of the career planning process. Participating in a job shadow with someone who practices a career of interest is an excellent first step.

The Job-Shadow Learning Journal is designed to support you in recording and reflecting on job shadow experiences. When using this job shadow journal, make it specific to your experiences. No two job shadows will be the same.

This resource is intended to support you in your career decision-making journey and includes pre-planning and reflection, which are essential to a successful job shadow. Enjoy this experience!

## Job Shadow Responsibilities

- [Community-Based Learning Risk Assessment Form](#) must be signed and returned before entering placement.
- Safety should be a priority for students and community hosts when students are in job shadows. If you feel unsafe you should immediately contact your family and teacher.
- If doing multiple job shadows, you should be at different locations or in a different role each time. The job shadow must be related to a career/job of interest.
- You are responsible for notifying your teachers of missed time or class work due to participation in a job shadow.
- You are required to make up any missed class work in a timely manner (arranged with the teacher).
- Pre-job-shadow assignments and post-job-shadow reflections should be completed as directed by the teacher.
- You should document your experience in order to complete assessments related to the job shadow.
- You are encouraged to send thank you notes to community hosts after a job shadow.

# Pre-Planning and Reflection

## My Jobs of Interest

Identify and list three jobs you would like to learn more about.

Job	Identify tasks/ responsibilities/duties that may be related to this job	Why are you interested in this field of work?	List something you would like to see or try if you can get a job shadow in this field?

## Researching Employers/ Community Hosts

This can be your first step in identifying potential job shadow sites.

### Ideas to help find a placement:

- Networking with family and friends
- Support from teacher
- Cold Calling a business

### The “Cold Call”

Making a “cold call” to a company to ask if you can job shadow or interview someone may not be an easy task. However, most people are happy to talk to someone interested in their field of work. Often, the hardest part is picking up the phone. Preparing a script to guide you, such as the sample script below, can make it easier.

### Sample phone call to request an interview with an employer

*Hello, my name is ... I am taking a high school course that involves exploring careers, and I've been asked to research an occupation I'm interested in. I chose the occupation ... Is there someone in your company who would be willing to answer a few questions? I don't think it would take more than about 10 or 15 minutes. We could do it over the phone or I could meet with you if you would prefer.*

\*Sample interview questions are included in this booklet.

Be sure to ask questions about anything you don't understand. At the end, thank the person you interviewed. You may also wish to write a thank-you letter to the person you interviewed.

### Sample phone call to request a job shadow placement

*Hello, my name is ... I am taking a high school course on careers, and one of the requirements is to participate in a job shadow in an occupation I'm interested in. I chose the occupation ... Is there someone in your company who would be willing to talk to me about a possible job shadow?*

Be sure to explain it should be an entire work day (if possible). Other arrangements can be made if a full day is not convenient for certain employers. It is also a good idea to let the person know that your teacher will be following up to confirm the placement and to complete a [Community-Based Learning Risk Assessment Form](#).

\*The person you interview can also be one of your job shadows but does not have to be.

## Sample Career Research Interview Questions

Find someone who is involved in a job you are interested in learning more about. Ask this person if they would mind spending 15 minutes answering some questions about their experience. Here are some sample questions for you to choose from to fill out the [Career Research Interview Form](#):

- What is it that you do? What is a typical work day like for you?
- How long have you been doing this work?
- What are the hours like?
- Is there a future for youth in this field of work? Explain.
- Workplace safety is very important. Would you say there are hazards in your work? What are they and how do you keep yourself safe? Do you have to wear personal protective equipment?
- What would you consider appropriate or necessary clothing for your occupation?
- How has the pandemic affected your work?
- What would you consider to be pressures in your work day?
- What type of travel does your job require? (If any)
- How did you get into this line of work?
- What education, training and experience did you need to start?
- Could you tell me about new skills you may have developed since starting your career?
- What is the best thing and the worst thing about your job?
- Given your skills and experience what other jobs do you think you could do?
- Is there change and growth in your field of work? Can you talk a little bit about some changes you have noticed?
- What is the best way for me to find work in this field?
- Would you consider hosting me for a job shadow placement?



# Career Research Interview Form

Name of Contact: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Question:
Answer:
Question:
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### 3 Places I Would Like to Job Shadow

#### Company/Organization 1

Name of company: \_\_\_\_\_

Area of interest: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### Company/Organization 2

Name of company: \_\_\_\_\_

Area of interest: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### Company/Organization 3

Name of company: \_\_\_\_\_

Area of interest: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Things You Should Know Before You Go to Your Job Shadow

Where is the job shadow location?

What do you think they do at this company and in this career?

What are you expecting to do?

What are you required to wear?

What PPE do you require?

When are you expected to be there? For how long?

How will you get there and get home?

What questions do you have about the job shadow?

### Prepare five questions you could ask your job shadow-host

Possible topics:

- Pathways
- Skills
- Interests

## Job Shadow Reflection

Answer the following questions during or after each job shadow experience.

Name of company/placement: \_\_\_\_\_

Date of job-shadow: \_\_\_\_\_

Name of employee mentor: \_\_\_\_\_

Job title: \_\_\_\_\_

1. Why did you choose this placement?

2. What types of job tasks did you see in action today?

3. What did you not see today that you were interested in seeing?

4. What kind of tools, technologies, machines etc. did you see being used today? (Be as specific as you can.)

5. What kinds of skills did you see at this job-shadow? (consider essential skills as well as job specific skills)

6. What is the most interesting thing you learned about this career?

7. Are you more or less interested in this career now? Why?

8. What have you learned about yourself as a result of this experience?

### Other suggestions for reflection:

[myBlueprint](#)

Create a video

Write a blog

Create a visual representation of your experience

## Expressing Your Appreciation

It is important to thank the employer who supported your job shadow experience. You can do this in the form of a thank you card, a formal letter, or an email.

### Formal Letter

This can be printed and delivered in person or through mail or it can be attached to an email. Copy your teacher on emails (cc).

### Thank-you card

You can ask your teacher for a thank you card if you do not have one. Write down a rough copy of what you want to say before you write on the card. Address and send in the mail or deliver in person.

## Portfolio

Save all your work for your job-shadows in your [myBlueprint](#) portfolio.