AFTER GROUNDHOG DAY

SAY THANKS!

It is important to show your appreciation to the employers and their staff for sharing their valuable time. Within a week after your job shadow, send a note addressed to the contact person of each company.

Be genuine and make an effort to personalize your letter, which will solidify a positive impression of you. Here is a format that you might use to model your note.

1. Begin by specifically thanking the employer for providing the job shadow opportunity
2. Identify something specific that you learned or found to be most helpful for your career and/or college planning
3. Note the names of staff members who were especially helpful during your placement
4. Remember to be concise and to the point
5. Proofread! Enlist help if you need it

MARCH 13, 2020 | 9:00 - 2:00

We're thrilled that you took the initiative to sign up for this program. Employers love students who take initiative!

It is up to you to make the day as impactful as possible. You'll find suggestions inside to help you prepare for this job shadow (being prepared is another quality employers look for).

Have a wonderful time, learn as much as you can and be awesome!

- The Kent ISD Career Readiness Team

If you must cancel, you are responsible for contacting your employer host directly (send an email and call) and please also contact Krista Harmon at 616.365.2369 or kristaharmon@kentisd.org as soon as possible.

careerreadiness.kentisd.org
BEFORE GROUNDHOG DAY
Do some background research on the company you’ll visit – check out their website and Google them. Have they been in the news lately? What does their website tell you about their values?

Think about what you hope to learn and the kinds of things you would like to know about this career. Prepare some questions to ask. (See insert for sample questions to get you started.)

ON GROUNDHOG DAY
Every job shadow is different, but most of them will include:
• A tour and introduction to the company
• Introduction to your mentor and his/her background. Be prepared to introduce yourself and talk about your interests, activities and plans for the future
• Opportunities to observe actual work in progress or recently completed
• A walk through the process of the company’s work
• Exposure to a variety of roles and employees

YOUR ROLE is to learn what it’s like to work in your mentor’s career field, requirements for working in that field and possible ways to enter the field. Keep the following in mind as you move through your ‘work’ day:
• Be yourself! It’s common to feel anxious about job shadowing. Try to relax and enjoy!
• Be professional and show your appreciation. Arrive on time, be polite and thank your mentor. Remember that staff have arranged their day to help you.
• Ask questions. Your mentor is there to answer!
• You may work on a project with your mentor. Be honest about your skills. If you need basic instructions, say so.
• Ask to meet with different people within the organization who are working in jobs similar to your mentor’s and who are at different career stages. Ask what they like about their field.
• Explore summer jobs or other opportunities you may hear about. However, try not appear more interested in a job than in job shadowing.
• If you do not feel comfortable with a request made by a mentor, you do not need to comply. Should you have any problems or concerns while shadowing, please contact the Career Readiness Team.

BE PROFESSIONAL
• Use a firm handshake and friendly greeting
• Be polite, appreciative, positive and enthusiastic
• DO NOT take pictures/video or use your phone without your mentor’s approval
• Stay on task and follow directions
• Demonstrate responsibility
• Show you’re willing to learn
• Respond positively to constructive criticism
• Never take anything from the job shadow site
• Act sensibly - represent yourself and your high school well

COMMUNICATE PROFESSIONALLY
• Listen carefully and speak clearly
• Maintain direct eye contact
• Ask for clarification if you do not understand something
• Be prepared with questions and show interest

DRESS PROFESSIONALLY
Pay attention to dress code guidelines from your employer host and follow them carefully. If nothing was provided, go business casual.
• Business casual for gentlemen = dress pants and a button down or polo shirt, tucked in. For ladies = dress pants or skirt with a blouse or sweater, or a dress with tights.
• Wear closed-toe shoes and appropriate jewelry (please remove all visible body piercings).
• DO NOT wear t-shirts with logos, hats, or shorts, extremely tight or baggy pants, or revealing necklines.
• Remember proper personal hygiene, and hair should be clean, styled, or combed, facial hair should be clean and well-groomed.
• If you use a fragrance, keep it light.

Make sure you know how to get to your job site prior to leaving. Account for conditions like bad weather and slick roads and leave extra time. You should plan to arrive 10-15 minutes before 9:00 am.

If you must cancel, you are responsible for contacting your employer host directly (send an email and call) and please also contact Krista Harmon at 616.365.2369 or kristaharmon@kentisd.org as soon as possible.