

Job Shadow Guide Packet

If you have received this packet, that means that you have agreed to host a young person for a period of time at your job. As a job shadow guide, you will want to convey a variety of messages about your workplace and day-to-day tasks to this person. It is important that you try to show or explain elements of your work in such a way that he/she gets a clear picture of this career choice.

For example, even though a paralegal might spend a large part of one day researching in books, there are elements of the job that go beyond the tasks that a job shadower might see on any particular day. Read the tips below for ideas that may help.

Also included in this packet are tips regarding abilities and values that may be helpful as you communicate about your job and career.

Job Shadow Guide Directions:

1. Review this packet for ideas and information to make your day go smoothly.
2. Complete the guide evaluation provided in this packet.

Tips:

- Allow the student to sit quietly and watch you perform your job duties.
- Describe tasks that are part of the job even though you may not do them everyday.
- Talk about why you enjoy this line of work.
- If the job involves seat/desk work, point out instances when you are more active.
- If the job involves active work, point out instances when seat or desk work are involved.
- Look at the *Abilities* page that is provided in this packet, and reinforce how or why they are important in your work.
- Talk about how this job meets some of your personal values – refer to the page titled *Values* in this packet for ideas.
- Tell the student about entry-level work choices, alternative but related job ideas and possibilities for advancement in this line of work.
- Ask the student if he/she has any additional question.

Abilities

Directions: Reinforce the abilities that are important in your job. Help the student understand the connections between these abilities and your workplace.

1. Communicate: read, write, speak, listen
2. Perform math
3. Use science
4. Use social studies
5. Find and use information
6. Develop and present information
7. Implement plans
8. Demonstrate responsibility
9. Demonstrate integrity
10. Show organizational skills
11. Demonstrate flexibility
12. Demonstrate initiative
13. Identify and pursue career goals
14. Teamwork: contribute effectively
15. Negotiate to resolve differences
16. Value diversity
17. Understand systems thinking

Values

Directions: Look over the list below and select values you find in your job. Point out these values to the student.

- _____ADVENTURE: Working in a job that requires taking risks.
- _____AUTHORITY: Working in a job in which you manage others.
- _____COMPETITION: Working in a job where you compete with others.
- _____CREATIVITY AND SELF-EXPRESSION: Use your imagination to find new ways to do or say something.
- _____FLEXIBLE WORK SCHEDULE: Working in a job where you choose the work hours.
- _____HELPING OTHERS: Providing direct services to persons with problems.
- _____HIGH SALARY: Earning a large amount of money.
- _____INDEPENDENCE: Deciding for yourself what work to do and how to do it.
- _____INFLUENCING OTHERS: Affect the opinions or decisions of others.
- _____INTELLECTUAL STIMULATION: Requiring considerable amount of thought and reasoning.
- _____LEADERSHIP: Direct, manage, or supervise the activities of others.
- _____OUTSIDE WORK: Working out-of-doors.
- _____PERSUADING: convincing others to take certain actions.
- _____PHYSICAL WORK: Working in a job which requires substantial physical activity.
- _____PRESTIGE: Working in a job which gives you status and respect in the community.
- _____PUBLIC ATTENTION: Working in a job which you attract immediate notice because of appearance or activity.
- _____PUBLIC CONTACT: Having daily dealing with the public.
- _____PUBLIC CONTACT: Having daily dealing with the public.
- _____RESEARCH WORK: Search for and discover new facts and develop ways to apply them.
- _____ROUTINE WORK: Follow established procedures requiring little change.
- _____SEASONAL WORK: Work that varies according to the seasons.
- _____TRAVEL: Working in a job where you take frequent trips.
- _____VARIETY: Working in a job in which your duties change frequently.
- _____WORK WITH CHILDREN: Teaching or otherwise caring for children.
- _____WORK WITH HANDS: Using your hands or hand tools.
- _____WORK WITH MACHINES OR EQUIPMENT: Using machines or equipment.
- _____WORK WITH NUMBERS: Working in a job where you use mathematics or statistics.

