

# Southern Wake Academy

## Job Shadow Worksheet

A career information interview can help you learn more about a career or career cluster. High School students must complete 4 job shadows with an adult in a career that may interest you. Students may not shadow friends at their jobs. We recommend that students complete one job shadow per quarter. This form should be completed for each job shadow and placed in your portfolio.

**You must also place a copy in your portfolio under the Job Shadow section.**

**Guidelines:**

- *You must complete 4 job shadows each school year. Strive to complete one each quarter.*
- *4 hours = 1 job shadow*
- *You should look to complete your job shadows in an area of potential interest to you.*
- *You may not job shadow friends, the job shadows must be following an adult in their job.*

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_

Organization/Name: \_\_\_\_\_ Phone \_\_\_\_\_

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

Supervisor Name and Title: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Hours Shadowed: \_\_\_\_\_

You must write a 3-5 paragraph essay describing the work observed and participated in during your job shadow experience. Please take the following questions into consideration when writing your essay. Use the space provided to take notes prior to writing your essay. Your essay must be typed and be double spaced. New Times Roman font 12 point is also required.

Here are some sample questions. Note the answers to these questions and think about how these answers might apply to you.

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

How long have you held your job? How did you get your job?

How did you become interested in this career?

What kind of education did you need after high school?

What courses did you need to take during high school?

What do you do in a typical day?

What is most interesting about your job?

Can you describe a challenge you faced on the job and how you solved it?