

The Job Shadow

A job shadow takes place at a business in a community and lasts from 3 to 6 hours. Should you decide to write a research paper rather than complete a project, a second **job shadow will be required** to provide you with first hand information about your chosen career and access to those working in the field. Each job shadow experience will be unique. For security and safety reasons, some will only interview their job shadow hosts. Your advisor will be available to assist you with ideas for your job shadow experience. However, students are responsible for the actual communicating and scheduling involved in this activity. **The first job shadow is due on the first week of October. If Option A, the Career Research Paper, is chosen a second job shadow will be required and due on the third week October.**

Do a significant amount of research on the career before the job shadow so you can ask pertinent questions. This knowledge will also demonstrate to your host your sincere interest in their career. The following questions serve as a starting point of ones that you may ask:

How would you describe a typical day at your job?

What do you like most about your work?

What do you like least?

What work habits are important for this job? (Following directions, Being accurate, participating as a team member, Working Independently, etc.)

What education and training do you need for this job?

What subjects should I study in school to prepare for this job?

What is the salary range for this job?

How has technology affected this job?

How do you think this job will change in the next five years? The next 10 years?

The Shadow Evaluation Form should be provided to your host. As a courtesy, you should **include a pre-addressed and stamped envelope** to be sent to **Northwest Christian High School, Attention: Senior Portfolio Coordinator.**

Thank You Letter

Thank you letters are an important professional courtesy. It is out of generosity that businesses allow you to job shadow; they are not required to give you their time. Therefore a simple written note expressing your appreciation for their investment in you and your research is an appropriate gift to your host. **A copy of the thank you letter you wrote to your host needs to be attached to your Senior Project when your final written paper is submitted.**

NORTHWEST CHRISTIAN HIGH SCHOOL

4710 Park Center Ave NE Lacey, WA 98516 360-491-2966 360-491-3086(fax)

“Developing Christian Leaders”

Shadow Evaluation

Feedback is very important! Please complete this evaluation (as it pertains to you) after the student has concluded his/her time with you. Send it back to NCHS in the self-addressed envelope as soon as possible. Thank you very much for your participation and assistance!

Student’s Name _____ **Advisor’s Name** _____

Organization: _____ **Occupation:** _____

Evaluator’s Name/Title: _____

Date of Job Shadow: _____

Skills	Needs Improvement	Good	Excellent	Comments Please note if unable to evaluate
Punctual				
Responsible				
Appearance				
Preparation				
Basic speaking skills				
Gets along with others				
Follows instructions				
Adjusts to situations				
Works without close supervision				
Asks for assistance as needed				
Positive attitude				
Other				

Please Mail this form to:

NCHS, ATTN: Senior Project Coordinator
4710 Park Center Ave NE
Lacey, WA 98516