



Suggestions for a Successful Job Shadow *Parent*

Procedures:

Job shadows are available to junior and senior high school students. Students spend part of a day with a group or an individual knowledgeable about the profession of interest to the student. Students should attend presentations at their school delivered by Bridges Workplace Connection. Students should check with their **counseling office or school representative** to see when a presentation has been scheduled.

After the presentation students interested need to complete the Job Shadow Application. Students are to select 2 areas of interest- Click here for career area and Pathway listings. Note – a parent or guardian must sign the job shadow application. Presentations are offered twice during the school year.

Tips:

- Encourage your son/daughter to confirm their appointment as soon as they receive their confirmation. Explain the importance for making a positive impression. The old saying, “you never get a second chance to make a good first impression”, holds true for this experience.
- Assist your son/daughter in developing solid communication skills. This could include, but is not limited; practicing a confident handshake, making good eye contact, showing respect, and staying focused.
- Appearance is important. Stress to your son/daughter the importance of dressing appropriately for the business they will be visiting. Instructions in the Job Shadow Confirmation Form will explain what is appropriate. What they wear to school may not be appropriate for their job shadow.
- Be prepared. Encourage your son/daughter to research the occupation they will be shadowing using various resources. Your son/daughter should review the list of questions that they receive with their Job Shadow Confirmation Form. They should select at least five questions to ask during their job shadowing experience.
- Plan ahead. Have your son/daughter review driving instructions to the job shadow location. Stress the importance of arriving a few minutes early for their experience.
- Cancellation of a job shadow. If your son/daughter selects to cancel the experience, they must contact their designated school representative.
- After the experience your son/daughter needs to complete a thank you card and a Job Shadow Student Survey. They should obtain these items from the school counselor or representative. They also have the option of completing the Job Shadow Student Survey online at our website.