

Arundel High School Announces Date for Senior Job Shadowing Day

The faculty at Arundel High School believes that one of the best ways we can help our students succeed in is to ensure that they see the connection between what they learn in school and what's required in the workplace. This is why on **October 13, 2010** Arundel High School Seniors will be encouraged to participate in a job shadowing experience. Please review the Job Shadowing Guidelines so that you can help prepare your senior for his/her experience.

Job Shadow Guidelines

What is a job shadow? A student spends time with a business person to ask and observe what personal attributes, skills, and training helped make the person successful. It is also a good time to observe this person's work environment and working conditions, the dress expected on the job, and to talk with other people within the organization about the products and services that the business produces.

How do I find an employer to call? First, evaluate your own interests, skills, and abilities to determine what type of job shadow would be most useful for you. Talk to your parents, friends, and teachers, and ask for their suggestions on who you might call. Use the Yellow Pages phone directory; call the Chamber of Commerce; or go online to research local businesses that employ people in the kinds of occupations that interest you. Your guidance counselor or school-to-career counselor may be able to help you as well.

Making the Call

The phone call to the employer is an important first step. When you decide exactly what you want to say, write it out, practice saying it, make the necessary changes, and practice again. You should sound natural and unrehearsed. Remember—employers want the students in their community to be successful. If they can't help you, most will offer helpful information that might lead to another location.

Start with a script such as:

Good morning. My name is _____, a senior at Arundel High School. I'm interested in exploring the career of a _____ by participating in a job shadow on _____. Would it be possible to speak with someone who might help me arrange a job shadow with your company? I would really like to come in to spend some time with someone to observe and ask questions.

Be ready to answer questions from the employer such as when and for how long you want to visit, as well as what kinds of activities you want to observe.