

# **Job Shadow Analysis – Criteria/Format**

## **TO DO AT JOB SHADOW SITE:**

**Part I: Notes and Observations** (3 pages minimum... this is the only part of your analysis that may be hand-written)

- Keep a log of hours. A template is available on the Graduation Resources part of the school website.
- Keep a journal of your experience. Keep notes about what you learn, what you see, and of your impressions of the experience and the career. At a minimum take 10 minutes at the end of each Job Shadow session to record notes, impressions, and details.
- You may also include artifacts here that illustrate what you learned and saw. Pamphlets, handouts, diagrams, photographs, etc. may be relevant.

## **Part II: Interview with Job Shadow Mentor**

Interview your mentor, including...

- A professional profile of your mentor (name, job title, employer, years on the job, preparation/training, etc.). This is NOT considered part of the 10 questions.
- A list of at least 10 questions (beyond the professional profile) and a verbatim transcript of the interview you conducted.
- Tips:
  1. Come up with your 10 questions before the interview, so you don't have to search for something to say.
  2. Don't be afraid to add questions if an interesting topic comes up.
  3. Interviews can be done via email or phone or on the job site.
  4. The interview needs to be formatted in a Q and A style. Take exact notes or record on your phone so you can quote them directly.

## **TO DO AFTER JOB SHADOW HOURS ARE COMPLETED:**

**Part III: Research and Observations About Career** (2 paragraphs minimum)

Research the career you chose. Go to [www.careerbridge.wa.gov](http://www.careerbridge.wa.gov) for this information. Include:

- Training necessary to achieve this career (schooling and how long it takes)
- Prospective job growth for this career (what is the likelihood of finding a job like this when you are done training for it)
- What is the salary range for this career? Salary for entry-level vs. experienced?
- What are any safety/hazard/job-related injury issues associated with the career?
- Compare and contrast your experiences on the job site. Do they match up with the research you did before the job shadow? How are they similar? How are they different

**Part IV: Personal Analysis** (4-5 paragraphs)

- Analyze the overall quality of the job shadow experience for you. (2 paragraphs) Note: This is NOT an area to bash the experience or your mentor, rather an area to reflect on your preparation and use of the opportunity given to you.
  - Should you have scheduled things differently?
  - Do you still have questions from your experience?
  - Are there things you would have liked to see more of?
- Analyze your suitability to do this job. (2-3 paragraphs)
  - Does it interest you? Why or why not?
  - Are you well-suited for the career? Why or why not?
  - How would this career help you reach your future personal and professional goals?
  - How could you complete the schooling and training necessary to enter this profession (be specific, especially regarding funding and how long it will take)?