

Job Shadow Phone Script

Hi, my name is _____. I am a _____(year) at Silverton High School.

I am required to job shadow someone in a profession I am interested in and I am interested in yours.

Because I _____(**state how you heard about them/what you know about them**), I would like to work with you or someone in your organization.

May I set up a time to talk to you about this?

1. If he/she says “no,” ask him/her if he/she can recommend somebody else.
2. If he/she says “yes,” say
 - a. I am required to job shadow at least 2 hours.
 - b. I will need to ask you some questions about your job and your organization/business.
 - c. It would be best if I could job shadow on _____ (dates) so I wouldn't be missing any school. **(give alternative dates if you need to)**
3. If he/she says “yes” ask all pertinent details and write his/her answers down...
 - a. What time should I be there? _____
 - b. What should I wear? _____
 - c. Can you give me directions? _____
 - d. Which door should I go in? _____
 - e. Where should I park? _____
4. Repeat what you heard to check for accuracy.
5. Tell him/her your phone number where you can be reached that day.
6. Ask him/her if this is the right phone number to contact you in case of emergency.
7. Thank him/her and say you are looking forward to the experience.

Questions to ask supervisor:

1. What is the main purpose of this organization?
2. What are the responsibilities of your department?
3. What are the responsibilities of your position?
4. What other people do you work most closely with?
5. How are computers used in this job?
6. What type of education or training is required for this job?
7. What classes do you recommend I take in high school to prepare for this field?
8. How did you decide to do this type of work?
9. Will there be many jobs like yours available in the future?
10. What do you like MOST about your job?
11. What do you like LEAST about your job?
12. What is the salary range for someone working in this job?
13. What do you look for in a potential employee?