

Job Shadow Phone Script example:

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.