

Job Shadow Lesson 3: Sophomores

Mar. 20, 2018

| | Lessons | Standards |
|-------------------------------|--|-----------|
| Next Week Mar 12-16 | Parent Conferences – No School (Mon) Job Shadow Lesson 2 (Tues) Job Shadow Chosen/Background Check submitted (Fri) | CRLE |
| This Week Mar 19-23 | Job Shadow Lesson 3 (Tues) Jostens Orders at Lunch (Wed) | CRLE |
| Next Week Mar 26-30 | Spring Break | |

Materials: Job Shadow Documents

Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. The objective of today's lesson is for students to move to **step 3** of the timeline, practice shaking hands, discussing proper attire, and cell-phone etiquette.

Step 3: Schedule a job shadow time and date with the person you are job shadowing. Fill out the **AG pre-arranged absence form** and follow the directions on the form. Turn in the form to Julie Brown at the attendance office. Also, fill out the **Job Shadow Agreement Document** and have your parents/guardians sign the document as well. Turn the document in to your AG teacher (Must be completed NLT Friday, April 13).

5. Review the background check procedure. Please make sure you go over the directions. Remind students that all the information is also on the webpage. Background checks must be submitted to Melissa King by this Friday or the student will forfeit the on-site option unless a Background Check is not necessary.
6. Remind students that the policy for missing school is a pre-arranged ONE 4 hour time slot to be at the job shadow. They can only do this once and the form must be completed in advance. The **AG pre-arranged absence form** is located on the website as well.
7. Review the **Job Shadow Agreement**. Students can access this on the webpage. Students need to have this completed and to you BEFORE they go on their job shadow.
8. Explain that one skill that every person needs is the ability to communicate effectively in person. As a result we will be practicing handshakes (have students do this – see below), discussing attire, and going over proper cell phone etiquette (See info below).
9. Answer any questions and record where and when students plan to complete the job shadow if not already done.
10. End advisory according to personal preference.

Background Check Directions (Also on the Website):

1. A background check form is required for any mentors/job shadow supervisors that are not a staff member in the Silver Falls School District, the Silverton Hospital, Silverton Fire Department, or the Silverton Police Department.
2. Write your name and your AG teacher names on the top of the background check form. This is the only way we can track it!
3. Take this form with you when you fill out you approach a potential mentor/job shadow supervisor. They can also access it through the webpage and print it off.
4. Make sure all boxes are filled out on both sides.
5. Make sure that SHS is filled in for the school volunteering at.
6. Completed forms are sent to Melissa King in the Main Office. Take a preaddressed and stamped envelope when you go. DO NOT take the completed form.

They must be mailed to: Silverton High School-Attn. Melissa King
1456 Pine Street
Silverton, OR 97381

Or they can be emailed to Melissa King at king_melissa@silverfalls.k12.or.us

7. The forms are good for 3 years once cleared. We can look up a person if they did fill one out before to see if it's expired.

DO NOT START UNTIL YOU HAVE A NOTIFICATION OF APPROVAL

How to shake hands

1. **Know *when* to use your handshake.** The appropriate times to shake another person's hand include:
 - When you are introduced to someone
 - When you say goodbye to someone
 - At the beginning or the end of a business, social, church, or other meeting
 - Whenever it seems appropriate within a business context, such as sealing a deal.
2. **Be the first to extend your hand.** This makes a strong, lasting impression on the person at the receiving end. It is also about control; by offering your hand first, you are leading the way. This applies to both men and women; don't shy away for reasons of being coy or putting yourself down.
3. Extend your right hand straight before the handshake. Do not have your palm facing either up or down; the palm should meet with the palm of the other person.
 - The exception to using the right hand is if you don't have one, if it is paralyzed or otherwise seriously injured.
4. **Take the other person's hand in a firm but not rock-hard clasp.** Make sure that the web located between your thumb and fingers meets the web of the other person's hand.
5. **Keep your hand perpendicular to the ground.** Do not roll it sideways for the handshake. Keep the fingers together with the thumb up and open.

6. **Shake up and down no more than two or three times, and avoid excessive pumping/shaking as it becomes annoying and distracting.**
7. **When giving the handshake, make eye contact and state your usual greetings.** Convey confidence in both your handshake and stance.
8. **Refrain from wiping your hand on a pant leg, towel, or other nearby accessory.**

Critical Job Shadowing Tips

- Confirm time and location of the job-shadowing location.
- Map out job-shadow location and allow extra time to ensure you are not late.
- Dress appropriately — dress as though you are going on a job interview. You don't need to wear a suit, but no t-shirts and shorts either.
- Use proper personal hygiene (deodorant, mouthwash, etc.) and don't go overboard on the cologne or perfume.
- Research your job-shadow employer/organization and host to better prepare you for the day. Go to the organization's Website and conduct a search using its name to find other news.
- Develop a list of questions you could ask your job shadowing host/mentor. You could even consider sending a list of the questions you most wanted answered ahead of time so your host can prepare answers.
- Take a notepad to record observations and insights.
- Consider your career aspirations and be prepared to answer questions about your interests and goals.
- Prepare for changes — things could happen that might end the shadowing sooner than expected. If something like this happens, react positively, and ask about possibly rescheduling for a better time.
- Strive to have a positive outlook and make the best of the shadowing experience. If you don't like the shadowing experience, avoid making it obvious and do your best to make it through smiling.
- Turn off your cell phone and DO NOT text, tweet, or update your Facebook status. Also, don't share anything about your job shadow online.
- Make good first impressions. As you introduce yourself — or get introduced — shake hands with everyone you meet, smile, and make good eye contact.
- Find common ground and attempt to establish a good rapport with your host.
- Address people as Mr. or Ms. or Dr. unless they tell you otherwise.
- Act professionally throughout the job-shadowing experience, showing your enthusiasm and appreciation.
- Listen and learn as much as possible during the shadowing.
- Participate/attend as many activities/meetings/events during the shadow experience.
- Ask to experience as much as possible — from meeting workers in related career fields to a tour of the facilities.
- Gather business cards from the people you meet so that you can add them to your network — and to thank them for taking time from their work to meet with you.
- Thank each person you spend time with during the shadow — and follow up with an emailed thank-you note after you've completed the shadow experience.