

**BOYERTOWN AREA SENIOR HIGH SCHOOL
JOB SHADOWING PROGRAM
Student Instructions**

BEFORE YOU GO:

- Obtain business contact information.
- Contact business to arrange date and times for site visit.
- At least five days before your visit give the “Host Information” sheet to the business sponsor.
- Complete educational trip form and take it to the attendance office (unless your visit is during the summer or over a holiday).
- Prepare for your visit:
 - Research information about the company (check the website).
 - Think about questions you will ask. See “Questions to Ask Sponsor” and add your own questions.
 - Ask about appropriate attire for your visit and follow this advice.
 - Ask about arrival time, where to park, what door to use and where to meet your sponsor.

WHEN YOU GET THERE:

- Plan your travel time to arrive 15 minutes early.
- Take your questions list and the “Host Evaluation” form with you.
- Greet your sponsor with a smile and a handshake.
 - Stand up, shake hands, and tell him/her your name.
- Give your sponsor the “Host Evaluation” form.

AT THE SITE:

- Observe how the people relate to each other.
- Observe how the people dress.
- Observe what your sponsor and other people do with their time.
- Observe the work atmosphere.

QUESTIONS YOU MAY BE ASKED:

How did you become interested in this field?

What courses have you taken in high school? Do your grades reflect your ability?

What kind of personal strengths do you possess?

WHEN YOU LEAVE:

Shake hands with and thank your sponsor for taking time to meet/talk with you.

AFTER YOUR VISIT:

- Write and send a thank you note to your host.
 - Thank you note template is available online.
- Upload your completed Job Shadow Student Reflection Sheet to your portfolio.
- Upload your completed Host Evaluation form to your portfolio.
- Return your completed Host Evaluation form to the Counseling Office.