



TRIVIUM PREPARATORY ACADEMY

A Great Hearts Academy

2001 North Bullard Avenue | Goodyear, AZ 85395 | Office: (623) 866-4730 | Fax: (623) 866-4729 | www.triviumprep.org

Job Shadow Instructions and Form

ROLE OF THE STUDENT

- Demonstrate the desire to explore career options, personal skills, and attributes.
- Willing to develop a personal action plan to improve education and skills.
- Ability to work with persons of different educational, economic, cultural, religious and ethnic backgrounds.
- Participate in preparatory activities conducted by the school or workplace.
- Follow all safety and security policies and procedures of the employer.
- Willingly participate in all activities structured by the Workplace Host.



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JOB SHADOW DAY ON-SITE ACTIVITIES AND MATERIALS

Student Activity: Conducting an Interview

1. What is your job title?
2. What are your responsibilities?
3. What is a typical day like for you?
4. What do you like the most about your job? What do you like least about your job?
5. Why did you select this type of work?
6. How much education do you need for this job?
7. Do you need more job training after you have completed your education?
8. How important are reading, writing, math and listening skills for this job? Which skills do you use daily?
9. When do you need to use effective speaking skills to get your job done?
10. Do you ever have to work in teams on your job?
11. What kinds of problems do you solve on the job? What skills do you need to solve those problems?
12. What did you learn in school that helped you the most on the job?
13. What do you wish you had studied more in school?



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THANK-YOU LETTER

(Required)

Your job shadow host volunteered their time for you to be able to go into the workplace. They invested their personal time in preparing activities and demonstrating job skills because they care about your future. The hosts still had to meet their own job deadlines. A thank-you note will show your appreciation. It also builds good relationships with the workplace so other students will be invited back for a job shadow in the future.

1. Your letter will be one to two paragraphs long and should include no more than three short messages, such as:
 - a. Thank you for your time....
 - b. The most important thing I learned was....
 - c. What I enjoyed the most was....
2. End your letter with either “thank you” or “sincerely” and then sign your name
3. Put your letter in an envelope that is stamped and addressed.



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JOB SHADOW HOST VERIFICATION

CompanyName: _____ Phone _____

Contact Person: _____

Signature _____

The following student, _____ attended a job shadow from the hours of _____ on this date _____.

Please rate the following on a scale of 1 to 5:

(1 indicates strongly disagree and 5 indicates strongly agree)

I reviewed the Job Shadow Student Guide to prepare for the job shadow. 1 2 3 4 5

I was at ease interacting with my student throughout the day. 1 2 3 4 5

The student was prepared and enthusiastic. 1 2 3 4 5

The student asked many questions and took notes. 1 2 3 4 5

I would be willing to host another job shadow in the future. 1 2 3 4 5

Additional comments:

Student absence will be excused after this form is completed and returned to the teacher.