



West Hartford Public Schools Job Shadow Program

CHECK LIST

FORM	Date Completed
<input type="checkbox"/> Student Request Form	
<input type="checkbox"/> Student Career Research Form	
<input type="checkbox"/> Permission Slip	
<input type="checkbox"/> Student Notification / Appointment Information	
<input type="checkbox"/> Student Questionnaire for Job Shadow Experience	
<input type="checkbox"/> Student Evaluation Form	
<input type="checkbox"/> Thank You Note	
<input type="checkbox"/> Host Evaluation Form (Student Assessment)	
<input type="checkbox"/> Student Certificate of Job Shadow Program Participation	



West Hartford Public Schools

Job Shadow Program

Student Request Form

Step 1
Guidance/Career
Center

Date of Application: _____

Student Name: _____

Age: _____ Grade: _____

Student's Home Number: _____

Gender: Male Female

Student's e-mail Address: _____

Counselor Name: _____

Hall Conard

Career Cluster: _____

Other: _____

Career Interest: _____

(be specific)

Student Schedule

Period	Time	Class	Teacher's Name
1			
2			
3			
4			
5			
6			
7			
8			

YOU ARE RESPONSIBLE FOR YOUR OWN TRANSPORTATION!

-----Guidance Office Use Only-----

COUNSELOR APPROVAL:

I have reviewed this student's records and approve a job-shadowing placement.

Counselor Signature

DATE Completed _____

I am NOT able, at this time, to endorse a job-shadowing placement for this student.

Counselor Signature



West Hartford Public Schools
Job Shadow Program
Student Career Research Form
(to be submitted with request form)

Step 1a
Career Center

Student Name: _____ Career Interest: _____

Utilizing the Career Center resources, research information related to your career area of interest and complete the following questions:

1. What are some of the duties and responsibilities of an employee in this occupation? _____

2. What is the work setting (environment) for people in this career? _____

3. What is the salary range? _____

4. What type of education and training is required? _____

5. What personal qualities are important for this job? _____

6. What is the future employment outlook for this career? _____

Suggested Resources for Career Research:

- Career Cruising
- DoWhatYouAre (DWYA)
- Occupational Outlook Handbook



West Hartford Public Schools

Job Shadow Program PERMISSION SLIP

Step 2
Parent/Teachers

This is a request for an ***excused*** absence because of a school-related job shadowing appointment. A parent/guardian and ***each*** teacher for every missed class must sign below. This completed form must be turned into the **Career Center** by the due date indicated prior to the appointment. This completed form allows for an Early Dismissal/Late Entry or an Absence, if necessary. Submit completed permission slip by _____.

Day

Date

STUDENT WILL ARRANGE THEIR OWN TRANSPORTATION TO AND FROM THE JOB SHADOW SITE.

Student Name: _____ Hall Conard

Job Shadow Host with: _____

Name and Address of Company: _____

Date of Appointment: _____ Time: _____

PARENT/GUARDIAN PERMISSION:

I hereby give my child permission to attend this job shadow appointment. I understand I and/or a designated guardian will be responsible for transportation to and from the job shadow.

Parent/Guardian Signature

TEACHER NOTIFICATION

Period	Class	Teacher	Date
1			
2			
3			
4			
5			
6			
7			
8			

I will be responsible for any academic work missed due to the above appointment. I understand I must coordinate my own transportation plans.

Student Signature

cc: Attendance Office Hall Conard Other

Job Shadow Program
Student Questionnaire for Job Shadow Experience

Student Name: _____

Date of Shadow: _____

Career Area of Interest: _____

1. What are the requirements for your job in today's market? _____

2. What can I do now to start preparing for this job? _____

3. What high school courses will be helpful for entering this field? _____

4. Describe your job-related responsibilities _____

5. Describe the typical work environment for this type of position. _____

6. What are the normal working hours? _____
7. How often do you work overtime? _____ Do you work nights or weekends? _____
8. What are the most difficult aspects of your job? _____

9. What is the average starting salary for someone in your career field? _____
10. What do you like most/least about your job? _____

11. How did you choose your career field? _____

12. Do you have any advice for me as I consider this career? _____

Additional Questions/Information: _____

