

**Aspen Valley High School  
Job Shadow Experience  
Application Packet**

**Student Information**

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Age \_\_\_\_\_ Grade \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Student Phone \_\_\_\_\_

Career Pathway:     \_\_\_ Arts, Humanities, Communications & Media  
                          \_\_\_ Health & Human Services  
                          \_\_\_ Business & Marketing  
                          \_\_\_ Science, Engineering & Industry  
                          \_\_\_ Other: \_\_\_\_\_

Rank your top two current post high school priorities (1 & 2):

\_\_\_ Work               \_\_\_ Technical/Trade School           \_\_\_ Military  
\_\_\_ Apprenticeship   \_\_\_ 2-year College                               \_\_\_ 4-year College

What do you see yourself doing five years after graduation?

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**Company/Organization Information**

Company Name \_\_\_\_\_ Date of Activity \_\_\_\_\_  
Company Address \_\_\_\_\_ Company Phone \_\_\_\_\_  
Name of Host \_\_\_\_\_ Host Phone \_\_\_\_\_  
Type of Transportation \_\_\_ Metro Bus \_\_\_ Self Drive \_\_\_ Parent Drive

Describe activities involved in the experience:

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# Aspen Valley High School Job Shadow Experience Parent Consent Form

Your son/daughter has asked to engage in a job shadowing experience as a means of meeting Aspen Valley High School's work experience requirement for graduation. With your consent s/he will be allowed to seek out local businesses in areas of interest to him/her and arrange to spend time exploring career opportunities on site. In giving permission for your son/daughter to seek a job shadowing experience you agree to the following conditions (please initial to acknowledge):

\_\_\_\_\_ Students are responsible for all aspects of arranging their job shadowing experiences. Aspen Valley High School and Academy District 20 do not provide placement services for students.

\_\_\_\_\_ Students are responsible for their own transportation to and from the job shadow experience. Aspen Valley High School will excuse absences incurred while on job shadowing experiences, but will not provide transportation for students.

\_\_\_\_\_ Students are responsible for making up all school work missed while on a Job Shadow experience. Missed work must be turned in within five days of the date missed.

\_\_\_\_\_ The Participant shall release and hold harmless Aspen Valley High School, Academy School District 20, and the Job Shadow host organization, their members, directors, officers, associates, agents and representatives, from and against any and all responsibility and obligation for the Participant's participation in the Job Shadow experience. The Participant agrees not to hold Aspen Valley High School, Academy School District 20, or the Job Shadow host organization, liable for any or all injuries, losses, damage or expenses which may occur as a result of any act or omission of Aspen Valley High School, Academy School District 20 or the Job Shadow host, or their members, directors, officers, associates, agents or representatives, or which may arise from the Participant's participation in the Job Shadow experience

## Medical Information and Release

In an emergency, if the parent/guardian cannot be reached, I authorize the Job Shadow host organization to transport and/or obtain emergency medical services for my child.

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_ Medical Conditions: \_\_\_\_\_

IN WITNESS WHEREOF, the parties have executed this Job Shadow experience Agreement effective as of the date written above.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Administrator Signature

\_\_\_\_\_  
Date

## Aspen Valley High School—Job Shadowing Experience Pre-Shadow Research

Career Field I am Interested In \_\_\_\_\_

List 5 things you believe about this career field prior to doing your research and shadowing:

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List 5 questions you want to answer through your research:

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**Occupational Outlook Handbook Research** (visit <http://www.bls.gov/oco/> or Naviance to respond to this section) *You may not copy responses word for word. Responses must be in your own words.*

**Describe the nature of the work. What does this person do on a day to day basis?**

## Aspen Valley High School—Job Shadowing Experience Pre-Shadow Research

**Occupational Outlook Handbook Research** (visit <http://www.bls.gov/oco/> to respond to this section) *You may not copy responses word for word. Responses must be in your own words.*

Is post-secondary education required for this career?

How many years?

What kind of degree is required for this career?

Are there additional certifications or licenses required for this career?

What kind?

Where can you get these certifications or licenses ?

What does the advancement path look like in this career?

How much can you expect to earn in this career field as a starting employee? After five years?

Is this career field expanding, stable, or declining?

Why?

What national organizations or unions represent this career? List their web sites.

**Aspen Valley High School - Job Shadow Experience**  
**On Site Questionnaire**  
*questions to be answered during the job shadowing experience*

1. What is the primary mission of this organization?
2. What are the responsibilities of your department?
3. What are your specific responsibilities?
4. How does your job support the over all organization?
5. What other people do you work most closely with?
6. What skills are most important to your work?
7. Where did you get the training/education necessary to do your job?
8. What parts of high school were important in preparing you for this position?
9. What have you learned working in this career that you didn't expect when you got into it?
10. Do you have to engage in ongoing training/education ? What kind?
11. What is the salary range for your position? What is a typical starting salary?
12. How does a person advance in this career field?
13. What do you like most about your job?
14. What do you like least about your job?
15. What tips would you give to someone my age who is thinking about entering this career field?

# Aspen Valley High School—Job Shadowing Experience Adult Mentor Feedback Form

Date \_\_\_\_\_ Student Name \_\_\_\_\_

Name of Adult Mentor \_\_\_\_\_

Title of Adult Mentor \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Thank you for participating in this Job Shadowing experience. Business partners partnering with schools and our youth provide meaningful opportunities for students to explore potential career paths. Please give us some feedback on the Job Shadow experience. Your input will be used to strengthen the experience for both students and employers.

What would you suggest to improve the experience for you and your business?

What would you suggest to improve the experience for the student?

Other comments?

### Job Shadow Mentor Feedback for Student

Was the student on time? Y/N

Was the student prepared for the visit? Y/N

Did the student behave appropriately? Y/N

Did the student leave an overall good impression? Y/N

Please rate the student's performance in the following areas (circle the appropriate number)

	Low										High	
Appearance	1	2	3	4	5	6	7	8	9	10		
Quality of Verbal Communication	1	2	3	4	5	6	7	8	9	10		
Participation	1	2	3	4	5	6	7	8	9	10		
Cooperativeness	1	2	3	4	5	6	7	8	9	10		
Work Ethic	1	2	3	4	5	6	7	8	9	10	Performance Average _____	
Professionalism	1	2	3	4	5	6	7	8	9	10		

student demonstrate?

What areas of strength did this

What suggestions do you have for this student?

**Aspen Valley High School—Job Shadowing Experience**  
**Post-Shadow Reflections**  
**Skill Set Definitions**

**Technical Skills:**

- Use of computers
- Use of machinery or tools
- Use of specific software programs
- Knowledge of specific rules & regulations
- Knowledge of specific processes & procedures

**Interpersonal Skills**

- Serving customers
- Participating as a team member
- Teaching
- Leading
- Resolving conflict
- Working with diversity

**Self-Management Skills**

- Setting short & long term goals
- Evaluating ones own actions and accomplishments
- Using constructive criticism
- Demonstrating refusal skills
- Using time in a efficient and effective way

**Problem-Solving Skills**

- Organizing and planning
- Interpreting and communicating information
- Thinking creatively
- Making decisions
- Analyzing problems
- Collaborating with others

**Academic Skills**

- Reading technical information (manuals, policies, procedures)
- Writing non-fiction (manuals, reports, letters, briefs, executive summaries, etc.)
- Applying mathematics skills (varies by profession)
- Listening and note taking skills
- Speaking and presentation skills

## **Aspen Valley High School—Job Shadowing Experience Post-Shadow Reflections**

**Instructions:** Your responses to the following questions must be typed. Type the question and then your response. Write in complete sentences and paragraphs whenever possible.

### **Technical Skills**

1. If the company hired you today, what important **technical skills** do you already possess? How would you use these skills in your daily work?
2. If the company hired you today, what important **technical skills** do you not yet possess? How can you develop those skills while still in high school?
3. What important **technical skills** cannot be learned in high school? Where can you get these skills?

### **Interpersonal Skills**

4. What **interpersonal skills** are important to this career? Why?
5. Which **interpersonal skills** of yours are strengths? Why?
6. Which **interpersonal skills** of yours need improvement? Why? How will you improve these skills?

### **Self-Management Skills**

7. What **self-management skills** are important to this career? Why?
8. Which **self-management skills** of yours are strengths? Why?
9. Which **self-management skills** of yours need improvement? Why? How will you improve these skills?

### **Problem-Solving Skills**

10. What **problem-solving skills** are important to this career? Why?
11. Which **problem-solving skills** of yours are strengths? Why?
12. Which **problem-solving skills** of yours need improvement? Why? How will you improve these skills?

### **Academic Skills**

13. How do **academic skills** you are learning in classes at Aspen Valley relate to the work done in this career field?  
\* Mathematics            \* Language Arts            \* Science            \* Social Studies            \* Electives
14. What **academic skills** are important to this career? Why?
15. Which **academic skills** of yours are strengths? Why?
16. Which **academic skills** of yours need improvement? Why? How will you improve these skills?