



Career Shadow Planning Guide

Part #1

Name _____ Advisor _____ Grad Year _____

Age _____ Phone _____ Teacher _____ Block _____

Career Interest #1 choice _____ Possible Host _____

Career Interest #2 choice _____ Possible Host _____

Part #2

Script for making the call:

When you have a specific person in mind: Hello, my name is _____ and I'm a student at "your school". May I please speak to _____? Hello, _____ this is _____ from "your school". As part of my career learning experience I am calling to see if I could shadow you at work for 2-4 hours one day this month/next few weeks. My goal is to learn more about the career area of _____.

If yes, arrange the day, time, meeting place, appropriate dress, ask for directions if necessary. Thank you and I look forward to seeing you on _____ (date/time).

Next, fill out information under part #3

If no, ask if they have any suggestions as to whom you can call instead. Thank the person for his/her time.

When calling a business with no specific person in mind: Hello, my name is _____ and I'm a student at "your school". As part of my career development experience I am calling to see if I could shadow someone in your business for 2-4 hours one day this month/next few weeks. My goal is to learn more about the career area of _____. Who would you suggest I speak with to set up a shadow? Thank you.

In case someone asks, "What is a career shadow?" here is what you can say: It is a time for me to observe what a person does on the job and for me to ask questions about that job.

Part #3

Please fill in the information below:

Business Name _____ Host Name _____

Business Address _____ Phone Number _____

Shadow date _____ Shadow time _____ # of hours _____

Notes (directions, where to meet, how to dress, etc.) _____

Parent's Signature _____ Date _____