



## Career Shadow Planning Guide

### Part #1

Name \_\_\_\_\_ Advisor \_\_\_\_\_

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 \_\_\_\_\_