

JOB SHADOW DAY SUGGESTED QUESTIONS FOR STUDENTS

During your Job Shadow Day experience, it is important to ask questions. The following sample questions may help get you started.

1. **How did you get started in this business/area?**
2. **What level of education is required for this career?**
3. **What is the typical entry-level position in this career? Starting salary?**
4. **What opportunities for advancement are there?**
5. **What are some related jobs?**
6. **Was this a “typical day” for this career field?**

JOB SHADOW DAY REFLECTION QUESTIONS FOR STUDENTS

Now that you have completed your Job Shadow Day experience, you might want to take some time to think about your future career plans. To start this process, respond to the following questions.

- **Describe the department you visited.**
- **What type of work activities did you observe?**
- **What did you like best about your Job Shadow experience?**
- **What did you like least?**
- **What surprised you most about what you observed, heard, did and/or learned?**
- **Would you consider a career in this field? Why or why not?**
- **What skills do you need for this career field? Which do you already have?**
- **Do you think you get the necessary skills from high school? If not, where can you get them from?**
- **If you wanted to pursue the career field you observed, what might you do to prepare in the next five years, both in high school and after graduation?**

WRITING A THANK YOU NOTE

Thank you letters and notes are an important courtesy. When you tell people how much you appreciate good things they have done, you reward them for their efforts and make a good impression on them.

It is important that you thank your Workplace Host for the time and effort they have given you in your career exploration. On a separate sheet of paper or on a thank you card, write a thank you and send it to your Workplace Host. The following should be included. If you would like your Guidance Counselor to review it, feel free to drop in.

Date

Dear [Mr., Ms., (Workplace Host's Last name)]:

Paragraph 1: Thank your Workplace Host for his/her time and helpfulness.

Paragraph 2: Tell them why the experience was meaningful to you. Share some of the things you learned through you Job Shadow Day experience.

Paragraph 3: Add anything else you would like to include.

Sincerely,

Sign your name

Print your name below your signature

Arlington High School