

# JA JOB SHADOW

LOVE YOUR JOB? Share it with a kid!



## JA Job Shadow:

- Helps prepare our future workforce.
- Showcases your place of work.
- Enables your employees to easily participate in a community activity.
- JA provides the materials and training.
- JA will help arrange all Job Shadow Days in advance.

## JOB SHADOW DAY OPTIONS:

### Your Place of Business

- Host a class of students from 9am-1pm, including lunch.
- Provide a tour of your company.
- Students visit a business where they observe professional work conduct, learn what skills and education they need to earn jobs.
- Participate in a series of host-led challenges that bring home lessons from the “real world” of work.

### Reverse Job Shadow Day @ a School

- Three hour commitment in a high school classroom.
- You will receive a presentation script and with just a little preparation you will be ready to present.
- All students will have had two pre-lessons taught by the teacher before your visit.

Name \_\_\_\_\_ Industry \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Please check method of JA Job Shadow you would like to present:

- Your Place of Business — Four Hours With  30-40 Students  40-50 Students  
 Reverse Job Shadow Day @ School — Three Hours

**Participating is an easy and rewarding experience!**

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# Junior Achievement Job Shadow Day

<b>Dates:</b>	<i>Date</i>	<b>Times:</b>	9:00 AM - 1:15 PM
<b>Meeting Contact:</b>	<i>Name. Phone # or email</i>		
<b>Location:</b>	<i>Address</i>		
<b>School/Contact</b>	<i>School Name, Teachers Name, Phone #</i>		

## Agenda

9:00 - 9:15	Students arrive at <i>Company Name</i>	
9:15 - 9:45	Welcome/Company Introduction Who is <i>Company Name</i> ? Tour	<i>Speaker Name</i>
9:45 -10:15	Careers at <i>Company Name</i>	<i>Speaker Name</i>
10:15 - 10:25	Hosts greet students	Hosts Take Students and begin Job Shadowing
10:30 - 11:30	Discussion (Between Host & Student) Interests and Hobbies Community Service Career Interests Job Experience Special Skills Education	<i>Suggested</i>
11:30 - Noon	Continue Job Shadowing <i>Company name</i> Employee; throughout the morning while "on the job"	<i>Suggested</i>
Noon - 12:45	Lunch	
12:45 - 1:15	Question and Answer	<i>Speaker Name</i>
1:15 - 1:30	Student's say Goodbye and return to school	

## Job Shadow Host

## Students

1.	8.	1	8.
2.	9.	2.	9.
3.	10.	3.	10.
4.	11.	4.	11.
5.	12.	5.	12.
6.	13.	6.	13.
7.	14.	7.	14.