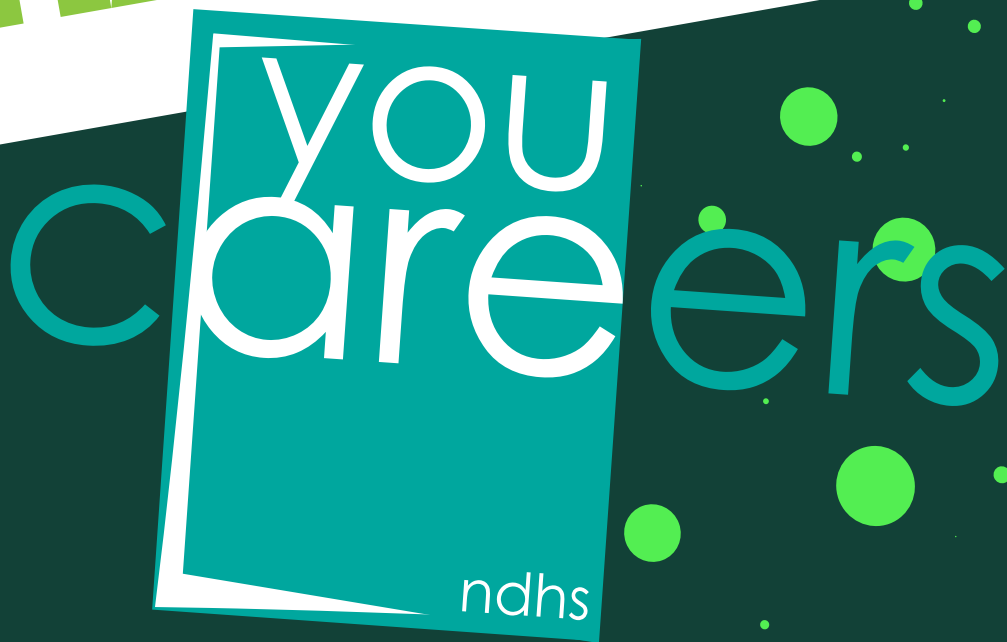


YEAR 8

# WORK SHADOWING



**NOTRE DAME HIGH SCHOOL**

Name

Form

Date

2023

**NEVER GIVE UP ON WHAT YOU  
REALLY WANT TO DO.  
THE PERSON WITH  
BIG DREAMS IS MORE  
POWERFUL THAN ONE WITH  
ALL THE FACTS.  
ALBERT EINSTEIN**

# WHAT IS IN THIS BOOKLET?

04-What is work shadowing

05-Daily schedule

06-Daily schedule continued

07-Interview with host

08-Interview with host continued

09-Student Reflection

10-Hosts Evaluation

11-Work Shadowing Evaluation

12-Evaluation continued

# WHAT IS WORK SHADOWING?

Work shadowing, is an opportunity to watch a pro do what they do best. Unlike a work experience placement, you won't usually do the job. Instead, you'll observe your "host" as they carry out their day-to-day activities.

## What does it involve?

On a work shadowing placement, you'll be buddied up with a staff member, who you'll stick with as they carry out their daily tasks. It's likely that they'll explain their work to you as you go along, and you'll be able to ask them questions as you go along.

## Tips for your placement

Be considerate: The person you're shadowing will be trying to do their job.

Keep your questions to things you can only find out from your host.

For example, you can find out what qualifications you need online.

Pay attention and be interested. Your host is giving up their time to help you!

## MORNING

# DAILY SCHEDULE

<p>What time does the host start work?</p>	<p>Describe the host's role within the company.</p>	<p>What are their responsibilities?</p>
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## ACTIVITIES



<p>Make a note of what the host is doing?</p>	<p>How does the host manage their time?</p>	<p>What type of meetings does the host attend?</p>
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## LUNCHTIME

<p>What breaks does the host get during a working day?</p>	<p>How long does the host get for lunch?</p>	<p>What hours does the host work and how many days per week?</p>
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## AFTERNOON

What task does the host do in the afternoon?	What is the host's favorite part of the hosts job and why?
What is the atmosphere like?	How does the host make decisions at work? What's their process?

## END OF THE DAY

What time does the host finish work?	How does the host manage their time to complete work by the end of the day?	What qualifications are needed for the role?
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## INTERVIEW WITH HOST

How long have you been working in this role?	What are your favourite parts of your day at work?
What made you become a ....?	What advice would you give to someone starting out?

How many weeks holiday do you get a year?	How many hours per week do you work?	What do you find the most rewarding parts of your job are?
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What equipment or software do you use in you job?	What are most difficult parts of your day? What makes them so hard?	What inspired you to follow a path in this career?
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## INTERVIEW WITH HOST CONTINUED

What skills have you found vital to your job?

What are your long term career goals?

What made you want to pursue a career as a.....

What parts of your job do you love the most? and why?



How did you get to this position?

What qualities do you look for in a colleague?

# STUDENT REFLECTION

01

Company at which you have completed your work shadowing:

Name of host (s)

02

Write a summary of your experience by answering the following questions:

Describe the work environment and the day-to-day activities of the occupation.  
What have you learnt about this occupation?  
What surprised you about the job that you shadowed?  
Are you suited to the job or not? Why?

# HOST EVALUATION

Name of learner:

Host name:

Company:

Role:

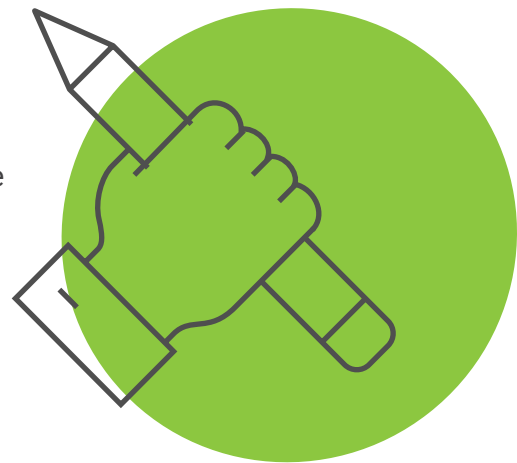
Date:

Student confirmed the jobs shadowing in a timely maner with a written letter/ email or telephone call	Yes	No
<b>Evaluation of student</b>	Yes	No
1. The student's dress and appearance were appropriate.		
2. The student was punctual.		
3. The student was well mannered and polite		
4. The student displayed a positive attitude.		
5. The student asked appropriate questions.		
6. The student asked about the skills needed for the job.		
7. The student followed instructions.		
8 The student displayed an interest in the job.		
Comments:		
HOST SIGNATURE: _____		

# EVALUATION

## WORK SHADOWING 11/07/2023

We want to hear your thoughts about the activity that you have completed. We want to learn about the skills you may have worked on throughout the activity as well as anything you may have learnt about careers. The feedback you provide will help us to improve our activities and evaluate the impact of our careers curriculum.



**01** How would you rate the activity you took part in? (please circle)

★ ★ ★ ★ ★

Poor Excellent

We would like to know how much the activity has helped you to understand the career or study options available to you in the future. Please tick the most appropriate response

Career Knowledge	Yes	No	Not sure
The activity have helped me to feel more motivated to work hard in school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The activity has increased my awareness of the career and study options available to me in the future.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The activity has helped me believe that I can have a successful career in the future.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The activity has helped me to become clearer on what I need to do in order to achieve my goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**02** Has this activity increased your understanding of the skills employers or providers are looking for?

Yes No Not Sure

**03** State two things you have learnt during your work shadowing placement

1.

2.

We have listed below 9 skills employers think are important. We are interested to learn about whether the activity you took part in have impacted on any of these skills. Please tick the most relevant response.

Skill:	No Impact	Some Impact	A big Impact
<b>Team-working:</b> Working with others.			
<b>Leadership:</b> Ability to lead a team well.			
<b>Listening:</b> Ability to listen and understand what people tell me.			
<b>Presenting:</b> Ability to explain ideas to others.			
<b>Creativity:</b> Ability to come up with new ideas.			
<b>Staying positive:</b> Belief that you can tackle problems and cope in most situations.			
<b>Problem solving:</b> Ability to logically tackle any challenges.			
<b>Confidence:</b> Trusting in your own abilities, qualities and judgement.			

Please help us to improve the activity for future participants.

What were your <b>favourite</b> parts of the activity?	
How could we make the activity <b>better</b> in the future? 