

Dear Monta Vista Job Shadow Student,

Congratulations on your participation in this year's Job Shadow Day. This packet includes all the forms and information for the 2017 Job Shadow Program on **Monday, March 6th**.

Forms you'll need to complete and bring with you to school on the **February 8th Training Day**:

- Host Company Form(s): (if required by Host)** to be signed by a parent or legal guardian
- FUHSD Field Trip Form**-to be completed and signed by a parent or legal guardian
- Student Profile Form**-to be completed

Additional important Job Shadow Day information:

- **Host Details Form**-Contains important information such as company address, host name, schedule and special instructions
- **List of other students** visiting the same host (so that you may arrange carpools)
- **List of sample questions** to ask your host and Thank You Card instructions
- **Job Shadow Student Feedback Form** (due by Monday, March 13th in the Career Center)
- **Thank You Card** (due by Monday, March 13th in the Career Center)

TRAINING: All participants must attend a training session scheduled on Wednesday, February 8th from 7pm -9pm in the Monta Vista Student Union. A parent or legal guardian must accompany you to this session. Please arrive on time so that we may begin promptly. **Remember to bring your completed forms from above. Forms are mandatory to reserve your spot!**

DRESS CODE: Unless a required dress code is specified in your agenda, it is recommended that young men wear long, casual pants, (nice jeans are fine with either a polo or button down shirt), and casual shoes (tennis shoes are fine). For young women, it is recommended they wear long pants or a conservative length skirt with a conservative top and comfortable, closed toe shoes.

If for any reason you are unable to attend your job shadow, let the Job Shadow committee know as soon as possible by sending an email to ExploreCareers@montavistaptsa.org so that we can let the host company know that you will no longer be attending. This is very important since we want to leave a favorable impression on the companies participating. They are taking time out of their busy schedules to accommodate us with this program.

If you have an **EMERGENCY on the day of the program** and cannot attend, please call Leigh Stevens at 650-224-2780 or Sapna Rustagi at 408-476-9746. Also, call your company contact listed on the Host Details Form and let him/her know that you will not be attending.

This is an excellent opportunity for you to explore a possible career. We hope you enjoy your Job Shadow experience and find it educational and informative.

Sincerely,

Monta Vista High School
Job Shadow Committee

PARENT/GUARDIAN ACTIVITY/TRIP PERMISSION and WAIVER

INDIVIDUAL ACTIVITY

District Endorsed Event
(Attendance Voluntary)

_____ has my permission to attend the following **voluntary** activity/trip:
Student's Name

Name of Event: _____

Location (include city/state): _____

Date(s): _____ Departure Time: _____ Return Time: _____

*****THERE WILL NOT BE A CHAPERONE OR PERSON IN CHARGE FROM FREMONT UNION HIGH SCHOOL DISTRICT.**

The undersigned student and parent/guardian of _____, agrees to defend,
Student's Name
indemnify and hold harmless the Fremont Union High School District, its officers, agents and employees, individually and collectively, from and against any and all costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees, arising from personal or bodily injuries, property damage or otherwise, however caused, brought or recovered against any of the above that may arise for any reason from or during or be alleged to be caused by the undersigned's student's participation in the _____ to
Event
be held in _____ on _____.
Location Dates

Parent/Guardian Name (print) Signature Date

Student Name (print) Signature Date

Address Telephone

Family Health Insurance Carrier Policy Number

Address City/State Zip

MAIN LANGUAGE SPOKEN IN HOUSEHOLD: _____

EMERGENCY CONTACT: _____
Name and Telephone

Distribution: School Site,
Parent/Guardian/Student

MONTA VISTA HIGH SCHOOL

21840 McClellan Road
Cupertino, CA 95014-4055
(408)366-7600



Job Shadow Student Profile Form

Please write legibly and neatly, as this will be forwarded to your Job Shadow Host.

Host Company Name:

Student Name:

Grade:

Current Classes:

Career Interests:

Hobbies/Special Interests:

Why I'm interested in visiting this Company:

Job Shadow

Sponsored by the Monta Vista High School PTSA

Student Feedback Form

We want feedback on your experience with the Job Shadow Program. Please fill out this form to help us improve the program.

Student Name _____

Job Shadow Company _____

1. What were the highlights of your visit to your host company? _____

2. What was the biggest surprise of the day? Explain. _____

3. What can you take away from your experience that would have an impact on your future career decisions?

4. What parts of your experience could have been improved? _____

5. Would you recommend your host company be part of future job shadow programs? Yes _____ No _____

6. General Comments and Feedback: _____

7. What companies, industries or professions would you like to learn about in the future? _____

8. Can the Monta Vista PTSA use your name and comments in future Job Shadow literature? Yes _____ No _____

9. For those who attended last year's Career Night. Which experience did you find more meaningful, the Job Shadow Program or Career Night? and Why? _____

Job Shadow

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Sample Questions to Ask Hosts

1. What do you enjoy the most about your job?
2. What do you see as your biggest challenges?
3. Do you think that your job would be different in a larger or smaller company? If so, please explain.
4. What are the educational requirements for this type of job?
5. What are the areas for advancement in your job?
6. What are the requirements for advancement?
7. What experiences in life could I use to show I can be a hard-working, trustworthy employee?
8. What do you see yourself doing five years from now?
9. If you find that you have a serious personality conflict with a coworker and it is starting to affect your job performance, how will you handle the problem?
10. If a customer complains to you about the service he or she has received, what will you do?
11. What do you find most exciting about your job? Most rewarding? Most boring?
12. How did you decide what you wanted to do in your career?
13. What advice would you give to someone who is trying to figure out what they want to do?

Job Shadow Thank You Card Instructions

A Thank You card is provided in the packet. However, feel free to use your own paper or stationery if you need more space.

The Job Shadow hosts have invested their personal time in preparing the presentations, activities and demonstrating their job skills to you. A thank you card will show genuine appreciation.

Points to include in your card:

- 1) Your thank you card should be neatly written with no grammatical or spelling errors
- 2) Address your card to the company and your host
- 3) Thank the host for his/her time
- 4) Describe your favorite part of the visit
- 5) Mention what you learned
- 6) Explain how the information/experience from the Job Shadow will help you in your career choice and future.
- 7) Close your message with a simple "Sincerely" and include your name and signature