



# ***Business Job Shadow Form***

## ***School District of Sheboygan Falls***



### ***What is job shadowing?***

Job shadowing is the opportunity for a Sheboygan Falls High School student to observe or “shadow” someone doing his or her job. A job shadow can be as simple as a one to two hour long visit or a whole day, depending on what is appropriate for the business and the student.

### ***How can I have a student job shadow at my business?***

Please fill out the back side stating the contact name and career areas that are open for a student to shadow. Once all the forms have been collected, this information will be distributed to students and parents so they understand what shadows are available. Interested students will then fill out an application and return it to their school counselor. The counselor will then contact you to set up a date and time that works best for all parties. The student is responsible for transportation to and from the job shadow. The student will receive a packet from the counseling office regarding the process and questions to ask.

### ***What does it look like for the person being job shadowed?***

The student is looking for a general understanding of your job: what a typical day is like, what work habits are important (team member, work independently, etc.), what education, skills, and/or training is needed and typical job responsibilities.

### ***What are the benefits?***

- ◆ Students are able to learn about a variety of jobs, especially at a small business/company
- ◆ Students are able to network with professionals and ask questions
- ◆ Students are introduced to the workforce

If you would like to participate in job shadowing opportunities, please fill out the back side and return to

Shirl Breunig  
Chamber-Main Street, 504 Broadway, Sheboygan Falls, WI 53085  
chambermnst@sheboyganfalls.org

If you have any questions about a job shadow, please contact Janis Jarosch at 920-467-7828, ext. 3101 or by email at [jjarosch@sheboyganfalls.k12.wi.us](mailto:jjarosch@sheboyganfalls.k12.wi.us).

# ***Business Job Shadow Form***

## ***School District of Sheboygan Falls***

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Careers Available for Shadowing

i.e. accounting, machinist

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Additional information that is important for the student to know (i.e. appropriate dress/shoes for your business) \_\_\_\_\_

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