

Job Shadow Day

Tool Kit

CITY OF MOUNTAIN VIEW

June 26, 2015

Authored by: Kimberly Castro

TABLE OF CONTENTS

City Job Shadow Day Coordinator Responsibilities	1
Communication Schedule	3
Coordinator Logistical Checklist	5
Matching Spreadsheet Template	7
Permission Slip	8
Department/Division Position List	9
Schedule	15
Opening Remarks Agenda	16
City Staff Responsibilities	17
School Staff Responsibilities	18
Student Responsibilities	19
Student Experience Evaluation.....	20
Thank You Letter Templates	22
Event Logistics Timeline	24

Job Shadow Day

City Job Shadow Day Coordinator Responsibilities

February __, 20____, 9:30 a.m. – 12:15 p.m.

IN PREPARATION OF JOB SHADOW DAY

- Recruit High Schools for participation in Job Shadow Day
- Discuss Job Shadow Day with Teachers and obtain Administrator approval
- Work to establish a Job Shadow Day date with school(s) and City staff
 - Meet with School officials, if necessary
- Establish arrangements with participating school(s) for student drop-off/pick-up
- Discuss optional lunch arrangements
- Solicit and secure Department/Division Managers to volunteer as Hosts
 - Meet with City staff, if necessary
- Determine locations for:
 - Receiving students as they arrive for Job Shadow Day
 - “Opening Remarks”
 - Debrief and dismissal; lunch is optional
- Prepare Job Shadow Day related items (see Toolkit samples):
 - Project Timeline
 - Job Shadow Day Agenda(s)
 - Job Shadow Day Schedule(s)
 - Permission Slips
 - Evaluation Forms
 - Public Service Career Information
 - Shadowing Matching Spreadsheet
 - Name Tags
 - Signage
 - City Mementos/Souvenirs
 - Thank you letter materials
- Provide City staff with appropriate Job Shadow Day related items
- Provide schools with appropriate Job Shadow Day related items
- Encourage City staff to make arrangements for serving as Hosts, i.e.,
 - Reserve a City vehicle
 - Plan a relevant meeting
 - Make arrangements to tour facilities/sites
- Re-confirm Host participation, all logistical agreements between the City and school(s), and address any last-minute questions or comments

Job Shadow Day

City Job Shadow Day Coordinator Responsibilities

February __, 20____, 9:30 a.m. – 12:15 p.m.

ON JOB SHADOW DAY

- Set-up with relevant materials:
 - Location of student drop-off/pick-up, if agreed to with schools
 - Location of reception area for student check-in
 - Location of “Opening Remarks”
 - Location of lunch, if held at City facilities
- Greet schools upon arrival
 - Check-in students
 - Collect permission slips
 - Direct Teachers and students to location of “Opening Remarks”
- Deliver “Opening Remarks”, if appropriate
- Dismiss students into “Host”/“Shadow” groups
- From 10 a.m. to 12 p.m. monitor groups
 - Tour job related sites and facilities
 - Take photographs
 - Interact with the various groups
 - Respond to questions
- Have all groups meet for debrief and dismissal by 12 p.m.
- If applicable, arrange for lunch to be held by 12 p.m.
- Provide Shadows with materials for writing thank you letters and filling-out evaluation forms
- Hold a Q & A session with Shadows to discuss their day
- Remind Shadows to write thank you letters and complete evaluation forms
- Collect thank you letters and evaluation forms
- Dismiss Shadows by 12:15 p.m.

IMPORTANT JOB SHADOW DAY NOTES

- In the event of an emergency call 911, contact the child’s parents, and contact appropriate school officials
- **Never** be alone with a student; remain in the presence of other Hosts, adults, and/or students
- City staff may **only** transport students in City vehicles

Job Shadow Day Communication Schedule

February __, 20____, 9:00 a.m. – 12:30 p.m.

COMMUNICATION FROM JOB SHADOW DAY COORDINATOR TO CITY STAFF

4 months prior to Job Shadow Day

- Solicit Department/Division Managers to volunteer as Hosts (e-mail & phone)

3 months prior to Job Shadow Day

- By 11/1 have date booked for Job Shadow Day (e-mail)
- Confirm Job Shadow Day with City Staff (e-mail & phone)
- Book CM or other speakers for opening session

2 months prior to Job Shadow Day

- Secure Department/Division Managers to volunteer as Hosts (e-mail & phone)
- Address questions or comments regarding Job Shadow Day (e-mail & phone)

1 month prior to Job Shadow Day

- Confirm staff availability to serve as Host; make substitutions if needed (e-mail)
- Encourage staff to reserve vehicles/facilities/resources for hosting shadows (e-mail)

1 week prior to Job Shadow Day

- Provide staff with the day's agenda (e-mail & phone)
- Provide staff with the student/shadow information (e-mail & phone)
 - Participating High Schools
 - Quantity and Names of Students

1 day prior to Job Shadow Day

- Prepare and request materials/equipment/areas/etc. for the day's activities
- Address questions or comments regarding Job Shadow Day (e-mail & phone)

Job Shadow Day Communication Schedule

February __, 20____, 9:00 a.m. – 12:30 p.m.

COMMUNICATION FROM JOB SHADOW DAY COORDINATOR TO SCHOOL STAFF

5 months prior to Job Shadow Day

- Recruit High Schools for Job Shadow Day (e-mail & phone)
- Contact schools to gauge interest in participating in Job Shadow Day (e-mail & phone)
- Work to establish Job Shadow Day date during the first week in February (e-mail & phone)

4 months prior to Job Shadow Day

- Provide Department/Division and Host information to participating schools (e-mail)
- Confirm Job Shadow Day with School staff (e-mail)

3 months prior to Job Shadow Day

- By 11/1 have date booked for Job Shadow Day (e-mail)

2 months prior to Job Shadow Day

- Distribute permission slips, public service career information, and shadow matching spreadsheet (e-mail)
- Encourage early distribution and collection of permission slips (e-mail & phone)

1 month prior to Job Shadow Day

- Provide logistical information for event (e-mail & phone)
- Address questions or comments regarding Job Shadow Day (e-mail & phone)

1 week prior to Job Shadow Day

- Confirm student drop-off and pick-up (e-mail & phone)
- Confirm arraignments for lunch; brown bag or otherwise (e-mail & phone)
- Address questions or comments regarding Job Shadow Day (e-mail & phone)

1 day prior to Job Shadow Day

- Address questions or comments regarding Job Shadow Day (e-mail & phone)

Job Shadow Day Coordinator Logistical Checklist

February_____, 20____, 9:30 a.m. – 12:15 p.m.

IN PREPARATION OF JOB SHADOW DAY

COMPLETED ITEMS

YES NO N/A

September - 5 months prior to Job Shadow Day

1. Recruit High Schools for Job Shadow Day
2. Coordinate with school(s) to establish a date to hold Job Shadow Day

October - 4 months prior to Job Shadow Day

3. Solicit Department/Division Managers to serve as Hosts for Job Shadow Day
4. Secure all participating Department/Division Hosts

November - 3 months prior to Job Shadow Day

5. By 11/1 confirm Job Shadow Day date with school(s) and City staff
6. Coordinate Job Shadow Day student transportation with school(s)
7. Coordinate lunch arrangements with school(s); brown bag or otherwise

8. Prepare Job Shadow Day materials:

- Agenda
- Permission Slips
- Evaluation Forms
- Public Service Career Information
- Shadow Matching Spreadsheet
- Name Tags
- Signage
- City Mementos/Souvenirs
- Other: _____

December - 2 months prior to Job Shadow Day

9. Distribute Job Shadow Day materials to City staff and schools (as appropriate)
10. Encourage early distribution and collection of permission slips

January - 1 month prior to Job Shadow Day

11. Remind City staff to reserve/prepare resources needed for hosting Shadows

--	--	--

January - 1 week prior to Job Shadow Day

12. Confirm logistical plans with school(s) and Hosts for Job Shadow Day
13. Confirm matches with school(s)
14. Alert City staff of Shadow placements and prepare them to receive Shadows
15. Confirm "Opening Remarks" speakers

February - 1 day prior to Job Shadow Day

16. Make lunch arrangements (if applicable)
17. Prepare nametags
18. Address questions/comments regarding Job Shadow Day

Job Shadow Day Coordinator Logistical Checklist

February_____, 20____, 9:30 a.m. – 12:15 p.m.

ON JOB SHADOW DAY

COMPLETED ITEMS

	YES	NO	N/A
1. Set-up location of student drop-off/pick-up (if applicable)			
2. Set-up location for student check-in area:			
<input type="checkbox"/> Name Tags			
<input type="checkbox"/> Shadow Lists			
<input type="checkbox"/> Pens			
<input type="checkbox"/> Other: _____			
3. Set-up location of “Opening Remarks”:			
<input type="checkbox"/> A/V Equipment			
<input type="checkbox"/> Tables & Chairs			
<input type="checkbox"/> Signage			
<input type="checkbox"/> Other: _____			
4. Greet schools upon arrival:			
<input type="checkbox"/> Check-in students			
<input type="checkbox"/> Collect permission slips			
<input type="checkbox"/> Direct Teachers and students to location of “Opening Remarks”			
5. Deliver “Opening Remarks”, (if applicable)			
6. Dismiss students into “Host”/”Shadow” groups (10 a.m. to 12 p.m.)			
7. Monitor groups (10 a.m. to 11:30 a.m.):			
<input type="checkbox"/> Tour job related sites and facilities			
<input type="checkbox"/> Take photographs			
<input type="checkbox"/> Interact with the various groups			
8. Set-up for lunch 11:30 a.m. to 12 p.m. (if applicable)			
9. Ensure that all groups have arrived for debrief and dismissal by 12 p.m.			
10. Distribute materials for thank you letters and filling-out evaluation forms			
11. Lunch - remind students to write thank you letters and complete evaluations			
12. Hold a Q & A session with Shadows to discuss their day			
13. Collect thank you letters and evaluation forms			
14. Dismiss students after lunch			
15. Clean-up all areas used for the day’s activities			
16. Send thank you emails to City staff and school(s) staff			
17. Analyze Shadow evaluation form			
18. Hold debrief/conference all meeting with school(s)			

Job Shadow Day Matching Spreadsheet Template

Job Shadow Day 20 _____.

City of _____.

February _____, 20 _____.

School 1

School 2

City Host	Department/Career Area*	Student Name	Grade
	Building Construction		
	Building Construction		
	City Management/Communications		
	City Management/Communications		
	Fire Department		
	Fire Department		
	Human Resources		
	Human Resources		
	Information Technology (IT)		
	Information Technology (IT)		
	Library		
	Library		
	Park Operations		
	Park Operations		
	Police Department		
	Police Department		
	Public Utilities		
	Public Utilities		
	Public Works/Engineering		
	Public Works/Engineering		
	Recreation/Youth/Seniors/Aquatics		
	Recreation/Youth/Seniors/Aquatics		
	Urban Planning		
	Urban Planning		
	Vehicle Maintenance/Fleet		
	Vehicle Maintenance/Fleet		

* Fill Spaces to City Capacity

Job Shadow Day

February _____, 20_____, 9:30 a.m. – 12:15 p.m.

Permission Slip

PLEASE PRINT CLEARLY

Student's Name: First _____ Last _____

School: _____ Grade: _____ Circle one: Female Male

Parent/Guardian Name(s): _____

Home Phone: _____ Cell Phone: _____

Parent/Guardian Work Phone: _____ 2nd Work Phone: _____

Address: _____ City: _____ ZIP: _____

MEDICAL INFORMATION: Is there something special we need to know about your teen?

Teen's allergies: _____

Teen's medical conditions/medications: _____

Other: _____

LUNCH: The City of _____ will be providing lunch for each student. Students may bring their own lunch to accommodate specific needs. Please check the following if your child needs a vegetarian lunch:
_____ Vegetarian

PERMISSION: I give permission for my child to attend Job Shadow Day from 9:30 a.m.-12:30 p.m. on February __, 20__ at the City of _____ City Hall. I give permission for the named to be transported by City van or City-sponsored vehicle from various city facilities to city job sites and facilities. I understand that the City will provide Career Mentors, lunch, and supervision.

PHOTO RELEASE: I agree and grant the City of _____ permission to use my and/or my child's photograph or likeness, or that of a pet or personal property, for promotional use in any City-related media.

WAIVER & RELEASE: I agree to indemnify and hold the City of _____ and my child's School harmless and hereby waive, release and discharge any and all claims for loss or damage, for death, personal injury, bodily injury or property damage which I may have or which hereinafter may accrue to me against the City of _____, its City Council, employees, agents, and volunteers for any liability arising out of or connected in any way with my participation in this class or activity, even though that liability may arise out of negligence or carelessness on the part of the person or entities mentioned above. I understand that accidents and injuries can arise from participation in this class or activity; knowing the risks, nevertheless, I hereby agree to assume those risks on behalf of myself, my heirs and assigns and to release and to hold harmless all of the persons or entities mentioned above who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages. Further, I understand that the City of _____, its City Council, employees, agents and volunteers, are not responsible for the personal property of the participants in the class or activity. It is further understood and agreed that this waiver, release and assumption of risks has been freely entered into and is to be binding on me and on my heirs and assigns. I have read and agree to the registration and program policies. By my signature below, I acknowledge that I have read this document and understand its contents.

Parent/Guardian Signature

Date

Job Shadow Day

Department/Division Position List

February _____, 20_____, 9:30 a.m. – 12:15 p.m.

STUDENT RECRUITMENT

Job Shadow Day will provide High School Juniors and Seniors with an opportunity to explore careers within City Departments/Divisions. Each Department/Division section provides information about what the student can expect to learn and provides examples of positions commonly found within municipal public service, e.g., Librarian, Firefighter, and Police Officer. Students should dress appropriately.

Next to each example position are symbols (“♣”, “♦”, and “♥”) that identify the types of students that are most likely to enter into the position. Please be aware that the pairing of positions and student types are simply suggestions and are not intended to exclude anyone; career paths will vary depending on individual interests and organizational differences. Furthermore, the suggestions provided are intended to serve as a tool to guide and support the diverse educational ambitions and career interests of all students.

Student Types by Symbol	
College Bound Students	♣
Vocational Trade Students	♦
Special Needs Students	♥

PUBLIC SERVICE CAREERS BY DEPARTMENT/DIVISION

Building Inspector ♣ ♦ ♥

BUILDING CONSTRUCTION: Learn about the design process for buildings and properties including exposure to safety standards and construction management products and systems.

- **Position Definition** - To perform on-site inspections to determine compliance with building, plumbing, mechanical, electrical, and housing codes and other governing laws and ordinances including basic zoning, grading, and flood zone regulations; to determine adherence with the approved plans; to check plans and specifications; and to issue building permits and respond to inquiries from the public.
- **Recommended Experience & Training** - Two years of experience in the journey-level trade or as a contractor in a variety of building construction activities or in a public-sector building inspection department; OR, eighteen (18) months as an Assistant Building Inspector with the City of Mountain View; equivalent to the completion of the 12th grade supplemented by coursework in building inspection or a related field; an AA degree in a related field is desirable.
- **Dress Code** - Pants required; jeans are okay, collared shirt; short sleeve okay, closed toed shoes, e.g., boots or sneakers.

Job Shadow Day
Department/Division Position List
February _____, 20_____, 9:30 a.m. – 12:15 p.m.

Assistant to the City Manager ♣

CITY MANAGEMENT/COMMUNICATIONS: Learn about intergovernmental and legislative affairs, policy development and government management; and/or media relations and communication practices, programs, and tools.

- Position Definition - The Assistant to the City Manager acts as a staff assistant to the Assistant City Manager/City Manager, performing a wide variety of complex administrative research tasks and projects, and program/project management.
- Recommended Experience & Training – A Bachelor's degree from an accredited college /university with major emphasis in public administration, public policy, political science or a related field and five years of increasingly responsible experience in municipal government administration. A master's degree may be substituted for one year of the required experience.
- Dress Code – Business casual--nice pants, button down shirt, sweater, nice skirt/dress, blouse, close-toed shoes, no ball caps.

Firefighter ♣ ♦

FIRE DEPARTMENT: Tour fire stations, see fire rescue demos and meet firefighters.

- Position Definition – To suppress fires, provide life-saving and rescue services, and perform fire prevention and other duties in the fire service.
- Recommended Experience & Training – Equivalent to a high school diploma or GED. Normal hearing and vision, or correctable to a normal level, and good physical condition.
- Dress Code – Pants required; jeans are okay, long-sleeved shirt, closed toed shoes, e.g., boots or sneakers.

Human Resources Technician ♣ ♦ ♥

HUMAN RESOURCES: Learn about employee relations, benefits, training, recruiting, screening, and placing employees.

- Position Definition – Under general direction to perform varied paraprofessional and technical duties in a variety of program areas, including recruitment and selection, position classification and compensation, benefit administration, and employee training and development
- Recommended Experience & Training – Training and experience equivalent to the completion of an associate of arts degree and four years of increasingly responsible administrative clerical experience. A bachelor's degree from an

Job Shadow Day
Department/Division Position List
February _____, 20_____, 9:30 a.m. – 12:15 p.m.

accredited college or university with major course work in personnel administration, human resources or a related field may substitute for two years of the required experience. Experience with a public sector agency is highly desirable.

- Dress Code – Business casual--nice pants, button down shirt, sweater, nice skirt/dress, blouse, close-toed shoes, no ball caps.

IT Desktop Technician ♣ ♦ ♥

INFORMATION TECHNOLOGY (IT): Learn about internal and external networks, wiring, phone systems and call centers.

- Position Definition – Under supervision of the Information Technology Operations Manager, provides technical support services for desktop computers and their peripherals, networks, servers and assists technical staff in providing support services; operates designated technology systems and all related component equipment, including desktop computers and related peripherals; provides problem determination support and equipment maintenance; and performs other related work as required.
- Recommended Experience & Training – Training and experience equivalent to an AA/AS degree in computer science or a related field from an accredited college or university with one year of experience in desktop computer operations.
- Dress Code – Business casual--nice pants, button down shirt, sweater, nice skirt/dress, blouse, close-toed shoes, no ball caps.

Librarian ♣ ♦ ♥

LIBRARY: Learn about collections of books, periodicals, films, recorded music as well as the programs and services available to library patrons.

- Position Definition – To perform professional library work and to direct and or implement a major service area of the City Library.
- Recommended Experience & Training – No professional library experience is necessary; however extensive experience on an paraprofessional level is desired. Equivalent to a bachelor's degree from an accredited college or university with major course work in Library Science or a related field. Master's degree from an ALA accredited college or university in Library Science is highly desirable.
- Dress Code – Business casual--nice pants, button down shirt, sweater, nice skirt/dress, blouse, close-toed shoes, no ball caps.

Job Shadow Day
Department/Division Position List
February _____, 20_____, 9:30 a.m. – 12:15 p.m.

Parks Maintenance Worker ♦ ♥

PARK OPERATIONS: Learn about landscaping, park operations, and forestry.

- Position Definition – To perform a variety of semi-skilled and skilled work in park, facilities, athletic fields, turf, landscape, shoreline or tree maintenance; and to provide technical support to the Parks, Shoreline or Recreation Divisions.
- Recommended Experience & Training – One year of experience in landscape maintenance, construction or maintenance work including some semi-skilled assignments is desirable. Training equivalent to the completion of the 12th grade.
- Dress Code – Pants required; jeans are okay, long-sleeved shirt, closed toed shoes, e.g., boots or sneakers.

Police Officer ♣ ♦

POLICE DEPARTMENT: Tour of Police Department; meet and chat with police officers; sit in cars; see the jail, evidence lockers and learn about careers in Criminal Justice.

- Position Definition – To promote community order and protect life and property through their preservation of public peace, prevention of crime and enforcement of laws.
- Recommended Experience & Training – Graduation from high school or possession of GED. Completion of 40 semester units or 60 quarter units from an accredited college. College units must be completed by time of application. Vision and hearing capabilities consistent with guidelines by POST and/or the City of Mountain View. (In addition, for Police Officer laterals, 60 semester or 90 quarter college units; must possess a POST Basic, Intermediate or Advanced Certificate; must have been employed as a law enforcement officer in good standing in the State of California within the last three years.)
- Dress Code – Pants required; jeans are okay, long-sleeved shirt, closed toed shoes, e.g., boots or sneakers.

Water Utility Worker ♦ ♥

PUBLIC UTILITIES: Tour facilities and equipment. Learn about how public utilities, like water, are maintained throughout the City.

- Position Definition – To perform a variety of semiskilled and skilled work in the maintenance of water distribution systems and installation, testing, reading and repairing of residential and commercial water meters and backflow devices.

Job Shadow Day
Department/Division Position List
February _____, 20_____, 9:30 a.m. – 12:15 p.m.

- Recommended Experience & Training – One year of experience in construction or field maintenance work. Training equivalent to the completion of the 12th grade.
- Dress Code – Pants required; jeans are okay, collared shirt; short sleeve okay, closed toed shoes, e.g., boots or sneakers.

Traffic Engineer ♣ ♦ ♥

PUBLIC WORKS/ENGINEERING: Hear about major construction projects citywide--Learn about the design of numerous street reconstruction projects; utility undergrounding; athletic fields design and recent constructed facilities.

- Position Definition - To assist in the planning, development and coordination of a comprehensive, municipal transportation program by analyzing transportation problems, designing, maintaining or modifying traffic control systems to ensure the safe and effective flow of traffic along City streets and to support proper transportation planning.
- Recommended Experience & Training – Four years progressively responsible experience in traffic engineering, including at least one year at a supervisory level. A bachelor's degree from an accredited college or university in civil engineering with emphasis in transportation/traffic engineering.
- Dress Code – Business casual--nice pants, button down shirt, sweater, nice skirt/dress, blouse, close-toed shoes, no ball caps.

Recreation Specialist ♣ ♦ ♥

RECREATION/YOUTH/SENIORS/AQUATICS: Visit the Recreation Center and facilities; learn about recreation programs and careers working with people.

- Position Definition – To assist in the planning, organizing, implementing and marketing of a community service and/or recreation program and to provide technical staff assistance.
- Recommended Experience & Training – For positions assigned to the **preschool program:** Completion of a minimum of 12 units in early childhood education and one year of experience as a preschool teacher. AA or bachelor's degree in educational, recreational or a related field is highly desirable. For positions assigned to the **aquatics program:** Experience and training equivalent to the completion of the 12th grade and additional college course work in a related area is highly desirable. Must have the ability to maintain and monitor pool systems, equipment, pool chemicals, levels and records as dictated by the State and local codes/regulations.

Job Shadow Day
Department/Division Position List
February _____, 20_____, 9:30 a.m. – 12:15 p.m.

- Dress Code – Business casual--nice pants, button down shirt, sweater, nice skirt/dress, blouse, close-toed shoes, no ball caps.

Planning Manager ♣ ♦

URBAN PLANNING: Learn about how new buildings, apartments, houses, and other city projects are planned and reviewed. Discover how and why cities are laid out the way they are.

- Position Definition – To plan, organize, direct and supervise the Planning Division, including but not limited to, developing and monitoring long-range planning policies for the City, and to ensure that private development conforms to the City's General and Precise Plans, zoning ordinances and other State and local regulations.
- Recommended Experience & Training – Six years of professional urban planning experience. One year of planning commission experience or zoning administration is highly desirable. Equivalent to graduation from college with a degree in urban planning; a master's degree in urban planning may be substituted for one year of planning experience.
- Dress Code – Business casual--nice pants, button down shirt, sweater, nice skirt/dress, blouse, close-toed shoes, no ball caps.

Fleet and Facilities Manager ♣ ♦ ♥

VEHICLE MAINTENANCE/FLEET: Learn about vehicle related maintenance including, but not limited to services, equipment, repairs, renovations and improvements.

- Position Definition – Plan, organize, manage and direct the operations of the Fleet and Facilities Section of the Public Works Department; coordinate activities with other divisions and departments; and provide highly complex staff assistance to the Public Works Director.
- Recommended Experience & Training – Four years of increasingly responsible experience in fleet and/or facility maintenance and management, including two years of supervisory responsibility. Possession of an AA degree in management, business or closely related field. A bachelor's degree from an accredited college or university in public or business administration or related field is highly desirable.
- Dress Code – Business casual--nice pants, button down shirt, sweater, nice skirt/dress, blouse, close-toed shoes, no ball caps.

Job Shadow Day

Schedule

February __, 20____, 9:30 a.m. – 12:15 p.m.

9:30 a.m.	Students arrive at Job Shadow Day Site
9:30 – 10:00 a.m.	Welcome and Opening remarks City Manager/Councilmember/ Human Resources Representative Job Shadow Day Coordinator
10:00 a.m. – 12:00 p.m.	Host and Student time – job site visits
12:00 – 12:15 p.m.	Debrief and Dismissal (lunch is optional)

Job Shadow Day
Opening Remarks Agenda
February __, 20____, 9:30 a.m. – 10:00 a.m.

9:30 – 9:45 a.m.

Welcome from City Manager or Executive Team Member

1. My name is _____ and I serve as _____.
 - a. This is what I do in the organization: _____.
2. My goal is to encourage you to consider a career in a city, county, or special district.
3. Why should you consider a career in local government?
 - a. Careers in city, county, and special districts provide a lot of fulfillment and are rewarding.
 - b. Local government has a variety of jobs for you regardless of career interests.
 - c. Local government jobs pay well and provide great health care, pensions, and other benefits.
4. Why did I choose to join local government?
[Insert your brief story]
5. I want to share with you the kind of jobs we offer.
 - a. Ask--What kind of careers may you be interested in?
(get some from the audience)
 - b. If you are interested in: IT; Finance; Law; Recreation & Community Service; Engineering; Police or Fire; Urban Planning
Then we have a job for you.
6. Let me give you a sense of what we pay in annual salary
(*City of Palo Alto Salaries not counting benefits*)
 - a. Sustainability (*Management*) Analyst - \$77,370 to \$116,106
 - b. Engineer - \$89,024 to \$109,304
 - c. Technologist - \$97,427 to \$119,600
 - d. Financial Analyst - \$90,605 to \$135,886
 - e. Police Officer - \$79,331 to \$97,406

Job Shadow Day
City Staff Responsibilities
February __, 20____, 9:30 a.m. – 12:15 p.m.

IN PREPARATION OF JOB SHADOW DAY

- Agree to be one of your City's Job Shadow Day Hosts
 - Address any specific instructions with the City Job Shadow Day Coordinator
- Prepare literature/information/activities for Job Shadow Day, i.e.,
 - Reserve a City vehicle
 - Plan a relevant meeting
 - Make arrangements to tour facilities/sites

ON JOB SHADOW DAY

- Punctually arrive at Job Shadow Day meeting site
- Know the names and schools of the students you will be hosting
- Know the quantity of students you will be responsible for hosting
- Receive Shadows after opening remarks (approximately 10 a.m.)
- From 10 a.m. to 12 p.m. act as "Host" to "Shadows"
 - Share career path and background
 - Discuss your job as it relates to functioning government
 - Question Shadows about their career interests
 - Tour job related sites and facilities
 - Give Shadows an opportunity to observe and perform job related duties
- Return Shadows to meeting site debrief and dismissal by 12 p.m.

IMPORTANT JOB SHADOW DAY NOTES

- In the event of an emergency call 911 then contact City Coordinator for Job Shadow Day
- The Job Shadow Day Coordinator will have permission slips that contain medical information and parent contact information
- **Never** be alone with a student; remain in the presence of other Hosts, adults, and/or students
- City staff may **only** transport students in City vehicles

Job Shadow Day
School Staff Responsibilities
February __, 20____, 9:30 a.m. – 12:15 p.m.

IN PREPARATION OF JOB SHADOW DAY

- Look for Job Shadow Day correspondence from the City; September/October
- Discuss Job Shadow Day with Teachers and obtain Administrator approval
- Establish Job Shadow Date with City staff
- Announce Job Shadow Day to Students
 - Recruit and place students
 - Distribute and collect permission slips
- Determine the number of students participating in Job Shadow Day
- Make lunch arrangements for students (optional)
- Make transportation arrangements to and from Job Shadow Day meeting site.

ON JOB SHADOW DAY

- Collect permission slips prior to arriving at Job shadow Day site
- Provide City Job Shadow Day Coordinator with permission slips
- Serve as a student chaperone during Host/Shadow time
- Encourage student participation

IMPORTANT JOB SHADOW DAY NOTES

- In the event of an emergency call 911 then contact City Coordinator for Job Shadow Day
- The Job Shadow Day Coordinator will have permission slips that contain medical information and parent contact information
- **Never** be alone with a student; remain in the presence of other Hosts, adults, and/or students
- Monitor Students

Job Shadow Day
Student Responsibilities
February __, 20____, 9:30 a.m. – 12:15 p.m.

IN PREPARATION OF JOB SHADOW DAY

- Discuss Job Shadow Day with parents/mentors/career counselors
- Explore potential careers in local government
 - Research positions of interest
 - Research city news related to your interests
- Identify Department/Division to shadow
- Fill out and return student permission slips
- Prepare questions/topics to discuss with Host, i.e.,
 - “Do I need to go to college to enter into the career field?”
 - “What college major should I choose?”
 - “What does a typical day on the job consist of?”

ON JOB SHADOW DAY

- Arrive at school on time and appropriately dressed
- Turn in permission slip if not already submitted
- Arrive at Job Shadow Day site by 9:30 a.m.
- Know the name of City Host and Department/Career Area
- Join correct Department/Career Area during job site visits
- Share career interests with Host
- Ask lots of questions
- Take notes for later reference
- Return to meeting site for debrief and dismissal (lunch is optional)
- Write a thank you letter for the City Host
- Give thank you letter to school representative or Host

IMPORTANT JOB SHADOW DAY NOTES

- Put away all electronic devices and do not use cell phone unless it is an emergency
- In the event of an emergency call 911 then contact City Coordinator for Job Shadow Day
- **Never** be alone with a Host; remain in the presence of other Hosts, adults, and/or students
- City staff may **only** transport students in City vehicles
- Show respect for your school, the Hosts and City property

Job Shadow Day
February __, 20____, 9:30 a.m. – 12:15 p.m.

Student Experience Evaluation

DIRECTIONS: Please fill out this brief Job Shadow Day Experience Evaluation. Your comments will be used to improve our Job Shadow Day activities. All responses will be kept confidential. Thank you 😊.

School: _____

Grade: 11 12

Department/Division Shadowed: _____

Sex: Male Female

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
My job shadow experience helped me think about career options.	1	2	3	4	5
I learned what skills are needed to perform at my Job Hosts Job.	1	2	3	4	5
I learned what education is needed to perform at my Job Hosts Job.	1	2	3	4	5
I enjoyed my job shadow experience	1	2	3	4	5
I would recommend job shadowing to other students.	1	2	3	4	5

Job Shadow Day
February __, 20____, 9:30 a.m. – 12:15 p.m.

What did you enjoy most about your job shadowing experience?

What did you enjoy least about your job shadowing experience?

What can we do to improve the Job Shadow Day experience?

How did your job shadowing experience help you understand the importance of your education and career preparation?

Any additional comments you would like to share?

Job Shadow Day
Thank You Letter Templates
February __, 20____, 9:30 a.m. – 12:15 p.m.

Letter Elements

From: Student/Shadow

To: City Staff/Host(s)

- Thank the city employee for being a Job Shadow Day Host
 - Mention what was learned during the day
 - Comment on favorite activities
 - Include how the day helped thinking about a career
-

Sample Letter

Dear City Staff X:

Thank you for showing me how great a career in government can be. I learned a lot of interesting things from shadowing you. I really enjoyed touring the public facilities because it gave me a chance to learn about City departments. Job Shadow Day has shown me that there are many career options in city government and now I know what major to choose in college if I want a career in government.

Sincerely,
Student X, _____ High School

Job Shadow Day
Thank You Letter Templates
February __, 20____, 9:30 a.m. – 12:15 p.m.

E-mail Elements

From: Job Shadow Day Coordinator

To: School staff responsible for coordinating Job Shadow Day

- Thank school staff for their participation
 - Thank the school for their participation
 - Mention how much city employees enjoyed the students
 - Address any challenges that were overcome during the day
 - Encourage participation in next year's Job Shadow Day
 - Include any additional important information
-

Sample E-mail

Dear Teacher X:







Thank you for helping coordinate your school's participation in Job Shadow Day. Our City's employees had a terrific time mentoring the Shadows and they especially appreciated how well-mannered and attentive the students were. We hope to make next year's Job Shadow Day the best one yet, so be on the lookout for Job Shadow Day correspondence in the fall. Until then, take care, and thanks again for participating in Job Shadow Day.

Respectfully,

Job Shadow Day Coordinator

City of _____

JOB SHADOW DAY Event Logistics Timeline

	Job Shadow Day Coordinator	City Staff	School Staff	Students
September 	<ol style="list-style-type: none"> 1. Recruit High Schools for participation 1. Begin working with schools to establish date of event 	<ol style="list-style-type: none"> 1. Be on the lookout for Job Shadow Day correspondence 	<ol style="list-style-type: none"> 1. Express interest in Job Shadow Day to City 2. Begin working with City to establish date of event 	<ol style="list-style-type: none"> 1. Students begin school year
October 	<ol style="list-style-type: none"> 1. Solicit Department/Division Managers to volunteer as Hosts 2. Confirm Job Shadow Day date 	<ol style="list-style-type: none"> 1. Determine availability for serving as Host 2. Confirm availability with Job Shadow Day Coordinator 2. Confirm Job Shadow Day date 	<ol style="list-style-type: none"> 1. Distribute Host information to Administration 2. Confirm Job Shadow Day date 	
November 	<ol style="list-style-type: none"> 1. By 11/1 have Job Shadow Day booked in calendars 2. Make plans with schools for providing lunch and transporting students 	<ol style="list-style-type: none"> 1. By 11/1 have Job Shadow Day booked in calendars 	<ol style="list-style-type: none"> 1. By 11/1 have Job Shadow Day booked in calendars 3. Make plans with City for providing lunch and transporting students 	
December 	<ol style="list-style-type: none"> 1. Distribute permission slips, career information, and Shadow/Host matching spreadsheet 	<ol style="list-style-type: none"> 1. Receive and make changes to Shadow/Host matching spreadsheet 4. If necessary, make changes to matching spreadsheet 	<ol style="list-style-type: none"> 1. Receive and distribute permission slips, career information, and Shadow/Host matching spreadsheet 	<ol style="list-style-type: none"> 1. Research more information about public service careers of interest
January 	<ol style="list-style-type: none"> 5. Confirm City staff Hosts 6. Distribute logistical information to City staff and School staff 7. Encourage City staff to make arraignments for serving as Hosts 	<ol style="list-style-type: none"> 1. Re-confirm Host availability 2. Reserve vehicles/facilities/any resources for hosting activities 	<ol style="list-style-type: none"> 1. Receive logistical information from City 2. Make arraignments for transporting students to and from City Hall 3. If necessary, make lunch arraignments 	<ol style="list-style-type: none"> 1. Return permission slips 2. Prepare questions for Hosts
February 	<ol style="list-style-type: none"> 1. Host Job Shadow Day 2. Thank all participants 	<ol style="list-style-type: none"> 1. Serve as Host on Job Shadow Day 	<ol style="list-style-type: none"> 1. Help chaperone Job Shadow Day 2. Thank all participants 	<ol style="list-style-type: none"> 1. Enjoy Job Shadow Day 2. Thank City and School staff