

Job Shadow Sample Script

Making the phone contact with the prospective site supervisor is an important step in the job shadow process. You need to decide what to say, and then write it down. You will want to practice saying it out loud and make any changes to your script. Be prepared to answer questions about when you might want to come and what you will need to do. (observe, ask questions, learn more)

Below is a sample script for the first contact:

Hello, my name is _____.

May I please speak with _____?

I am a student at the Clarion Area High School. I am interested in your business and possibly pursuing a career in _____.
Would you be willing to allow me to job shadow you?

If the answer is "No"

Respond: Thank you for your time.

If the answer is "Yes"

Ask these follow up questions

What date is best for you?

What time should I be there?

Where should I meet you?

What should I wear?

Is there somewhere to buy lunch or should I bring one?

Can I confirm the address and spelling of your name?

Thank you- I look forward to learning more about your job.