

Career Shadow Day

Auburn Junior High School

December 12, 2025

WHAT: Find a cool job, find someone who does that job and spend the day with them.

WHO: All 8th Grade Students

WHEN: **Career Shadow December 12, 2025**

HOW: You need to make the arrangements for this day.

WHERE: Once you have selected your career area, you need to find a location to shadow.

- * Talk to Parent/Guardian— If they work at a place you would like to visit, ask them if there is someone there you can shadow.
- * Check with relatives and neighbors that you know.
- * Ask your teachers and school staff if they have any ideas.
- * Do an online search for businesses in the area. Visit your library

List the jobs you may want to shadow:





Commonly asked questions:

CAN I GO WITH MY PARENT/GUARDIAN?

See if there is someone else there that you can shadow. If you have already been to your parent's job, find a different experience.

CAN I GO WITH ONE OF MY FORMER TEACHERS? You have had a lot of experience watching what teachers do. We would like you to try a new and different experience. See your school counselor if you have questions about this.

HOW DO I GET TO THE JOB SITE? You need to work out transportation with your parent/guardian or find a place that you can walk to. If transportation is an issue, see your school counselor as soon as possible

DOES IT HAVE TO BE IN AUBURN? No, you can go anywhere you like as long as you have transportation.



WHAT IF THE PERSON WANTS ME TO COME ON A DIFFERENT DAY? We would like you to go on your assigned day, but if you have special circumstances and need to visit on another day, see your school counselor for approval. You will also need to notify your teachers and make up any missed work.

WHAT SHOULD I WEAR? Ask your job mentor. If they don't give specific guidelines then dress conservatively. Or dress in a way that matches the type of job you are shadowing.

WHAT SHOULD I BRING? Ask your job mentor. Should I bring a lunch or money for lunch? If any of your teachers give you an assignment, make sure to bring that.

WHAT IF I CAN'T FIND A PLACE? Keep a list of all the places you have tried, then make an appointment with your School Counselor. There are lots of great places students have gone and we have all that information in our offices.



Setting up your Career Day Experience

When calling, emailing, or visiting a location this is the information you can discuss.

My name is:

_____ ***and I***

am an 8th grade student at Auburn Junior High School. I am contacting you today to set up a job shadow placement at a local business”



I am interested in the career area of _____ . Is there someone I can speak to about shadowing in this area?

I am required to visit a job site for at least 6 hours on _____ .

Would you be willing to be my job mentor for the day? If yes:

If no: Is there anyone else that I could speak to that might be interested?



If yes ask the following questions: “What time should I arrive and what time should I leave? “

“Where should I meet you?”

“Should I bring a lunch or money for lunch?”

“What should I wear?”

“May I give you a number in case you need to reach me before hand?” (check with your parent/guardian before giving out your own phone number)

FOLLOW UP – If you don't hear back follow-up 24 to 48 hours later:

Call again

Email again

Stop in again. If you don't hear back, move on and try someone else.

If your host would like to speak to someone at Auburn Junior High School, please ask them to call your school counselor.

Mr. Salvage (A-L) 315-255-8490, geraldsalvage@aecsd.education

Mrs. Walsh (M-Z) 315-255-8532, margaretwalsh@aecsd.education



Career Shadow Day Reminders

You are responsible for, making the arrangements for this day, not your parent or guardian.

This is a full day experience. Try to arrange at least 6 hours.



Be on time, better yet, show up 10 minutes early.



Dress appropriately—ask your mentor what you should wear.



Bring - money or lunch and something to drink and any assignments if you get some from your teachers.



Be respectful and call everyone that you meet Mr., Mrs., Or Ms. Unless they tell you otherwise.



Cell Phone – If you bring your cell phone, it should be in silence mode and out of sight.

Shake hands with people you meet throughout the day. You never know if the people you meet, may be able to help you get a job in the future.



MY NOTES PAGE:

What other career areas sound interesting?

What Career would you like to learn more about?

Who do I know that can help me?

Parents

Parents friends

Neighbors

Other family members

Adults at school

Try the library

Make sure to gather this information to fill out the permission form on ParentSquare.

Career Shadow Day Location _____

Mentor Name _____

Mentor Job Title _____

Street _____ City _____ State _____ Zip _____

Mentor's Phone Number _____

Mentor's email _____

Arrival time _____

Departure time _____

