

Shadow Day Playbook

Make the most of your time with a professional.



Before

- ☐ Choose 3 careers you're curious about.
- ☐ Write 3 questions you want to ask.
- ☐ Find your host's career in Pathful and read its [Career Profile](#).
- ☐ Plan how you'll introduce yourself.

During

- ☐ Arrive on time and ready to listen.
- ☐ Interview your host using page 2. Take notes there or in My notes.
- ☐ Notice one thing about the work that surprises you.
- ☐ Say thank you before you leave.

After

- ☐ Write a short thank-you note within two days.
- ☐ Write down 3 things you learned.
- ☐ Decide: does this career belong on your list, or off it? Why?

Question bank

- What does a typical day look like?
- What surprised you when you started?
- What would you do differently?
- What is the best part of your job? What is the hardest?
- What skills matter most?
- How did you get here?
- What training or education did you need?
- What advice would you give someone who wants this career?

If you can't visit in person: Watch a Virtual Job Shadow video in Pathful, then answer the same After questions.

My notes

Take notes in a notebook or on another sheet of paper if you need more room.

Host Interview

Ask your host. Write down what they say.



Thank you for opening your workday to a student. There is nothing for you to fill out. The student will ask you a few questions and write down your answers, so just talk about your work honestly. No presentation needed. Please keep student names and details private and follow your organization's visitor policies.

Host name _____ Job title _____
 Organization _____ Date _____

1 What does a typical day look like?

2 What skills matter most?

3 What surprised you when you started?

4 How did you get here?

5 What would you do differently?

6 What training or education did you need?

7 My own question: _____

Time

Varies by host

Grades

9 to 12

Best For

Groundhog Job Shadow Day (February 2) or any job shadow experience

What Students Will Do

Students prepare for a job shadow, interview their host using page 2, behave professionally during it and reflect afterward, using the Before, During and After checklists on page 1.

Before You Start

- Check district policies on off-site visits, permissions and student privacy before sharing anything with hosts.
- Confirm each student has a host and a date.
- Print pages 1 and 2 for each student. Students bring both pages and interview their host, writing the answers on page 2.

How to Run It

1. (One week before, 15 to 25 min) Hand out page 1. Students choose three careers they are curious about, write three questions and read their host's [Career Profile](#) in Pathful.
2. (One week before, 8 to 12 min) Students practice introductions and questions in pairs.
3. (Day of) Students bring pages 1 and 2, interview their host, write the answers on page 2, take extra notes in the My notes box and say thank you before they leave.
4. (Within two days after, 12 to 18 min) Students write a thank-you note and complete the After checklist.
5. (Next class, 12 to 18 min) Debrief: each student shares one surprise and decides whether the career stays on their list.

Discussion Prompts

- What did you notice that you could not have learned from reading?
- What would you ask differently next time?
- Which skills did your host use most?

Support and Extend

- If a student cannot visit in person, use a Virtual Job Shadow video in Pathful and the same After questions.
- Support: let students choose five questions from the question bank instead of writing their own.