

JUNIOR JOB SHADOW DAY

PHONE SCRIPT

Hello, my name is _____. I am a junior at **Eisenhower High School**. As part of my junior year, my school has requested that I participate in a job shadow experience. I am interested in job-shadowing a professional who works as a/an _____. I would like to know if you would allow me to job-shadow at your work site on Thursday, January 17, 2019.

Pause and wait for a response.

_____ No – Thank the professional for his or her time.

_____ Yes – Thank the professional and continue...

I would like to get some more information about the job site while I have you on the phone. It will only take a few minutes.

1. What is the business address?
2. May I please have a business contact email address?
3. Will you be the person I will job-shadow with, or will you place me with another person?
4. What time would you like me to arrive, and how long will I be staying?
5. What clothing would it be appropriate for me to wear on my job shadow day?
6. Will I be there for the lunch break? Should I bring something from home or money?
7. I would like to confirm that the job shadow day will be January 17, 2019.

I appreciate that you will allow me to job-shadow on that day. Thank-you very much!

