



Career Quest: Purpose and Overview

Lexington Catholic High School has established Career Quest, a program designed to provide interested LCHS students with job shadowing opportunities in Central Kentucky business and professional communities. Job shadowing allows students to get a taste of the culture of the workplace and to experience the responsibilities and benefits of a career. Job shadowing can be used as a strategy to help decide students' academic major and to gain knowledge by observing and understanding skills necessary in a particular career path.

Using our extensive network of alumni, community leaders, and business men and women, we have created a list of job shadowing opportunities available to LCHS students. Students also have the option to find job shadowing placements on their own, pending approval from the Career Quest Coordinator.

Career Quest: Process

Step 1: Students that are interested in participating in Career Quest must complete the Career Quest Application and return it to Mrs. Scanlon, the Career Quest Coordinator, in the Spiritual Life office. Applications will be reviewed in the order in which they are received. Mrs. Scanlon will notify the students when their application has been accepted.

Step 2: Students must complete the Career Planning and Assessments in Naviance. The results of the Career Planning and Assessments in Naviance can assist students in selecting career paths or work environments that best suit their personalities. Students will review the results of their Naviance Career Assessment, then they will search potential jobs and careers in their identified career pathway. They will write a response to the attached questions based on what they find. From there, students will be in communication with the Career Quest Coordinator about placement worksites and interests. Career Quest encourages students to embark on a placement based on their results from their Naviance Assessment results, but it is not required.

Step 3: Students are given the contact of a possible job shadowing mentor or receive approval from the Career Quest Coordinator if the students choose to find a placement on their own. It is the responsibility of the students to coordinate the job shadowing activity date and time with the mentor. Students will contact the possible mentors via a phone call or email to coordinate. Texts are not permitted unless specifically indicated by the mentor.

Step 4: Permissible Absence. Students must have teachers sign the enclosed permissible absence form allowing an excused absence from school on the date of the job shadow. All job shadowing should be scheduled on a Tuesday, Wednesday, or Thursday unless special permission has been granted from the Career Quest Coordinator.

Step 5: Job Shadow. Student must dress in LCHS uniform, be on time, and be respectful of the environment and persons at the work place. An on-site interview activity is included in this packet which is not required to be completed- but strongly suggested.

Step 6: On the school day following job shadowing, the students must turn in a reflection activity, hand-written thank you note and verification sheet to the Career Quest Coordinator/their religion teacher for an extra credit grade.

Please see Mrs. Scanlon in the Spiritual Life Office with any questions or concerns. You may email her at Ichsservice@lexingtoncatholic.com.

CAREER QUEST APPLICATION- Step 1:

Student Name: _____

Grade Level: _____

Cell Phone: () _____

Email: _____

Address: _____

City, State, Zip Code: _____

Parent(s)/ Guardian(s) Information

Name: _____ Phone: () _____

Address: _____ Email: _____

Name: _____ Phone: () _____

Address: _____ Email: _____

Have you had any significant behavioral infractions while at LCHS? Yes: ___ No: ___

If yes, please explain: _____

Areas of interest: _____

Hobbies: _____

Placement Preference: _____

Why are you interested in the Career Quest Program?

What are some personal, educational, or career goals you hope to advance through job shadowing?

CAREER QUEST – Step 2:

Career Planning and Assessment from Naviance- Response

Student Name: _____

Student Email Address: _____

What I learned about myself from the Naviance Assessments:

Naviance career pathway(s) suggested:

Do you agree with this suggestion? Why or why not? :

Placement Preference:

Do you require the assistance of the Career Quest Coordinator to find a job shadowing mentor?

Circle: yes no

CAREER QUEST- Step 4

Permissible Absence Form

_____ will be taking a permissible absence and will be absent on the _____ day of _____.

He\She is responsible for all work that is missed. They are also responsible to arrange for make-up work in each class that is missed.

1st period _____

2nd period _____

3rd period _____

4th period _____

5th period _____

6th period _____

7th period _____

8th period _____

STUDENT NAME _____

PRINCIPAL'S SIGNATURE _____

FOR PARENTS: My son/ daughter _____ has my permission to miss school on _____ to job shadow at

Business/ Profession _____

Mentor Name _____

Address _____

Students are responsible for selecting a mentor and making job shadow arrangements. Mentors are not employed by Lexington Catholic High School and may have not taken any Safe Environment training or had a background check performed by the school or the Diocese of Lexington. Parents and students agree to indemnify and hold harmless Lexington Catholic High School and the Diocese of Lexington from any liability that arises as a result of this job shadowing.

STUDENT SIGNATURE _____

PARENT SIGNATURE _____ DATE: _____

CAREER QUEST- Step 5

Optional Job Shadow Day On-Site Interview Activity

1. What is your job title?
2. What are your responsibilities?
3. What is a typical day like for you?
4. What do you like the most about your job? What do you like least about your job?
5. Why did you select this type of work?
6. How much education did you need for this job?
7. Do you need more job training after you have completed your education?
8. How important are reading, writing, math and listening skills for this job? Which skills do you use daily?

9. When do you need to use effective speaking skills to get your job done?

10. Do you ever have to work in teams on your job?

11. What kinds of problems do you solve on the job? What skills do you need to solve those problems?

12. What did you learn in school that helped you the most on the job?

13. Do you have any advice for me?

CAREER QUEST- Step 5

Verification of Attendance Form- Completed By Mentor

Student's Name: _____

Job Shadowed: _____

Place of Business: _____

Job Shadow Mentor: _____

Business/Contact Phone Number: _____

Email: _____

Address: _____

Arrival Time: _____ Departure Time: _____

Please rate the student on the following:

	Needs Improvement	Average	Above Average
Personal Appearance:			
Interest/Enthusiasm:			
Attitude/Cooperation:			
Interpersonal Relationship:			

To evaluate our Job Shadowing Program, we would appreciate your comments/suggestions:

1. Did the student arrive at the agreed upon time? Y / N
2. Did the student stay for the agreed upon time? Y / N
3. Did the student show interest? Y / N
4. Did the student ask questions during the visit? Y / N
5. Was the length of time appropriate? Y / N

If no, please explain:

Comments:

Employer's Signature: _____

Thank you for your time!

CAREER QUEST- Step 6

Post- Job Shadow Student Reflection Activity

Now that you have completed your job shadow experience, take some time to reflect on what you observed today and how it might affect your plans for the future.

1. What were the title and responsibilities of your Job Shadow mentor?
2. Which parts of the job were of interest to you?
3. Which parts of the job would you find boring?
4. Would you consider a career in this field? Why or why not?
5. What surprised you most about what you learned, heard or observed today?

6. What knowledge and skills are you learning in school that will be used on the job?

7. What knowledge and skills do you need to strengthen to be successful on the job?

8. Did any other ideas for careers come to mind today?

CAREER QUEST- Step 6

Handwritten Thank You Letter

A thank-you note is the expected form of appreciation in many families and cultures. It is considered common courtesy to send a thank-you note to individuals.

The same is true in the business world. People like to be thanked for their time and effort. Your job shadow mentor volunteered their time for you to be able to go into the workplace. They invested their personal time in preparing activities and demonstrating job skills because they care about your future. The mentors still have to meet their own job deadlines. A thank-you note will show your appreciation. It also builds good relationships with the workplace so other students will be invited back for a job shadow in the future.

1. Your letter will be one to two paragraphs long and should include more than three short messages, such as:
 - a. Thank you for your time...
 - b. The most important thing I learned was...
 - c. What I enjoyed the most was...
2. End your letter with either “thank you” or “sincerely” and then sign your name
3. Put your letter in an envelope that is addressed. Do not seal the envelope.
4. Give your thank-you letter to the Career Quest Coordinator to read and approve. It will be sent from the school.