

## **Job Shadowing PowerPoint Presentation Requirements and Expectations**

**Assignment:** Congratulations on having completed your job shadowing experience! Hopefully you learned something about a career and about yourself. The next step is to put your observations into a presentation and present it to your teacher and the rest of your class. Articulating your experience allows the entire class to learn from you (think win-win from *7 Habits of Highly Effective Teens*). Additionally, this provides an opportunity to practice some important presentation skills that we will talk more about as the semester comes to a close.

### **Requirements:**

Each presentation should be 4-5 minutes. Going over or under the time will result in point deduction.

Use your job reflection form to help you prepare for your presentation. Here are some other things to consider;

The reason you decided to shadow this person, type of work, and how you made the initial contact.

Your interactions (or lack thereof) with others in the office. What structure was there? Could you see yourself in any of the roles available at the office/shop/firm in five, ten, or fifteen years? Why or why not? This may take more than one slide, which is fine.

Your impressions of the environment. What were the sights, sounds, and smells of the workplace?

Could you see yourself working here every day? Why or why not? This may take more than one slide, which is fine.

What insights did the employee provide for you that went above and beyond what someone could have found through research? What did you do throughout the day? What did the person you were shadowing do? This may take more than one slide, which is fine.

How did you finish your day? Has there been any follow up with the employer or workplace? Is this a good contact to keep as you begin to network? Why or why not?

Final thoughts for others in your class about this type of work.

Hints: Be honest about your experience but also remain positive and upbeat. Remember, even if the experience was not what you thought it would be, it was still a learning experience. NEVER disrespect or badmouth a former employer or someone who helped you professionally. It makes you look silly, immature, and very unprofessional. Also, you never know when that person may appear in your professional circle again.

**YOUR JOB SHADOWING PRESENTATION IS WORTH  
120 POINTS AND IS A CLASS REQUIREMENT.  
ALL JOB SHADOW PRESENTATIONS WILL TAKE  
PLACE DURING THE WEEK OF Oct 19-23**