



## Mission

#5 item

To bring together business and education to provide robust learning opportunities that help prepare our students to become valued participants in our local business community.

[www.experienceworkproject.com](http://www.experienceworkproject.com)

## Who we are

- The Experience Work Project (EWP) is a partnership between education and business that supports secondary and post-secondary students by helping them connect with local businesses to obtain job shadows, internships, and mentorships.
- The connection is initiated through a robust website with administrative support to guide the process by aligning the students with career experience opportunities. This will prepare the students for job readiness when transitioning from the classroom to the workplace.
- The EWP is partially funded by grant contracts that in some cases also provide for paid internships.
- The EWP also supports high school, technical centers & middle school teachers via a Speakers Bureau and Job Shadow opportunities that helps them identify local business professionals willing to speak in the classroom.



## 2013-2014 Activities

- Partner with Northwest Workforce Council for the Opportunity Partnership grant to provide job shadows and paid internships for students enrolled in Health Care programs at Skagit Valley College.
- Partner with Skagit Valley College on Perkins and WorkFirst grants to provide support, job shadows and internships for qualifying students. These grants will target at minimum 42 SVC students over the school year.
- Hired EWP Coordinator for 2013-2014 school year – Genny Korvin.
- 2013-2014 partnered with Anacortes Chamber of Commerce and Anacortes High School to provide job shadows for 93 English 11<sup>th</sup> grade students. 2012-2013 EWP placed 21 AVID Junior students with job shadow opportunities.
- 2014 EDASC Schmooze Cruise committee member to offer grants for all Skagit Valley students 11<sup>th</sup> grade – College to attend event April 18<sup>th</sup> 2014.
- Designed a universal database on the EWP website to service all Skagit Valley students and educational instructors.
- 2014 Gear Up/Rise Up Skagit Business Leader and Youth Dinner committee member to align 10 business leaders to engage in career speaking opportunities at a dinner setting with Mount Vernon and Burlington School Districts.
- Established a partnership with Northwest Career and Technical Academy, provided student access to job shadow and internship opportunities list for relevant placement opportunity that align with their training program.
- Partnered with SVC Cooperative Education department to create a data base to provide all SVC students access to explore internship opportunities and share business contacts for quality worksite experiences.
- Partnered with the 21<sup>st</sup> Century Program and the Gear Up program at La Venture and Mt. Baker Middle Schools to provide weekly support to align speakers' bureaus and enrichment activities for the students.
- Attend numerous community events to promote the Experience Work Project and grow relationships.
- Coordinating a mentorship program with SVC Business Management students to design and present workforce preparation workshops with local high school students. EWP coordinates volunteer opportunities at local fundraisers for community support and opportunity to connect with business leaders for potential employment opportunities.



## 2014-2015 Goals

- Develop EWP pilots at Mount Vernon, Burlington, La Conner, and Sedro Woolley high schools for juniors and seniors by partnering with the individual Chambers and school districts for support and funding to service their district.
- Establish grant funding to adequately staff EWP according to properly service student participants throughout Skagit County.
- Prepare EWP proposal presentation with Skagit Valley's educational executives, Chamber CEO's, Dean of Students for Career and Technical training facilities, and workforce development executives for collaborated funding support to service the students of Skagit Valley at multiple education levels.
- Have the ability to customize our program services including database and document requirements for each school individually according to how our program with best fit in their academic outline and school need.
- Design and build a student/employer testimonial page to include video testimonials.
- Host an annual Skagit County wide career fair for all participating high schools and NTCA.
- Host an annual Skagit Valley College career fair for employers to align qualified student candidates with potential job position transition after completing program.
- Host an annual Gear Up conference for middle school students to learn of potential career opportunities that are available.
- Coordinate a Skagit County "Career for a Day" event for all participating high school senior to observe and interact with an employer that aligns with their senior career project.
- Increase student placement success to 75%.
- Increase EWP program student job placement to 10%.



## Job Shadow Guidelines

*These are suggestions for you to have a great job shadow experience.*

### Scheduling

When you CALL your EMPLOYER you might say this:

*Hi my name is: \_\_\_\_\_ I am a Skagit Valley College student in the \_\_\_\_\_ program.  
I am calling to follow up on the 3 to 4 hour Job Shadow appointment arranged for me thru the college.  
I would like to confirm that the scheduled time is convenient for your organization.  
I have arranged to be there (Day of Week): \_\_\_\_\_ (Date): \_\_\_\_\_ (Time): \_\_\_\_\_  
What should I wear for the job shadow?  
I look forward to meeting with you. Thank you for this opportunity.*

PLEASE let them know 24 hours in advance if you cannot attend for emergency reasons.

### Day of Job Shadow

- Dress appropriately and BRING your PACKET with you
- Don't be afraid to ASK QUESTIONS (see the **Informational Interview Sheet**)
- Give the **Employer Evaluation** sheet to the **EMPLOYER**
- Obtain a Business Card from the Employer
- Finish by filling out the **Student Feedback** and **Exit Interview** forms
- WRITE your Thank You Note (see example below)

### After the Job Shadow

- TURN ALL PACKET materials in to N122
- MAIL or GIVE your Thank You Note to the EMPLOYER
- Receive your "**Certificate of Completion**"

### Professional Guidelines

- Be punctual and dress appropriate to the job – when you set up your appointment ask what you should wear.
- Conform to conduct standards, rules and regulations of the business
- Be honest, courteous, responsible, cooperative, and ask questions.

### Example Thank you Note

Dear (put your host supervisor name here):

Thank you for the opportunity to shadow you in your job on \_\_\_\_\_ (Date of Job Shadow). I really appreciate the time you took out of your busy day to share your thoughts with me. It was a valuable experience for me and I learned information that will help me be more successful in the future. I am interested in future employment opportunities in your organization and I hope that I have a chance to meet you again. Sincerely,

**For More assistance, contact Genny Korvin 360-428-8547 or Courianne Willard 360-416-3587**

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EWP hosted by Mount Vernon Chamber Foundation, Mount Vernon, WA 98273 (360) 428-8547

Revised 12/20/11





## Job Shadow Student Informational Interview of Employer

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Time/Date: \_\_\_\_\_

This form is designed for student to record job site host's personal insights and opinions obtained via interview during the job shadow.

1. What do you do on a typical day?

\_\_\_\_\_  
\_\_\_\_\_

2. What personal characteristic do you need to do this job?

\_\_\_\_\_  
\_\_\_\_\_

3. What skills, training and experience are necessary to be successful in this job?

\_\_\_\_\_  
\_\_\_\_\_

4. How long have you worked in this job? How long in this occupation?

\_\_\_\_\_  
\_\_\_\_\_

5. What is the rate of pay for entry level workers?

\_\_\_\_\_  
\_\_\_\_\_

6. What are the normal work hours/days?

\_\_\_\_\_  
\_\_\_\_\_

7. What is the outlook for work in this field in this area?

\_\_\_\_\_  
\_\_\_\_\_

8. Is the industry growing or declining? How many people have been hired into this position in the last 6 months?

\_\_\_\_\_  
\_\_\_\_\_

9. What are the chances for promotion or advancement?

\_\_\_\_\_  
\_\_\_\_\_

10. How did host get started in this career field and find this job?

\_\_\_\_\_  
\_\_\_\_\_





## Job Shadow Student Feedback

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Time/Date: \_\_\_\_\_

We appreciate your input - it helps us provide better service in the future.  
**Please return this form to Room N-122 at SVC to receive your CERTIFICATE OF COMPLETION.**

Did you use and complete the "Student Informational Interview of Employer" form?      Yes                      No  
 Did you use and complete the "Student Reflection" form?                      Yes                      No

**Please rate your experience on the following:**

	Very Poor	Poor	Fair	Good	Excellent
I felt that the job shadow was a positive experience for me	1	2	3	4	5
The job shadow was a good use of my time	1	2	3	4	5
Coordinators of this course have been easy to work with and responsive to my needs	1	2	3	4	5
I would recommend a job shadow to my fellow students	1	2	3	4	5
I learned valuable information during my job shadow	1	2	3	4	5
I have a better understanding of my career field because of my job shadow	1	2	3	4	5
I learned information that will help me be successful in finding and keeping a job	1	2	3	4	5
I feel that I have made contacts that may be valuable to me in the future.	1	2	3	4	5
I see additional opportunities because I did a job shadow	1	2	3	4	5

Comments: \_\_\_\_\_  
 \_\_\_\_\_

**Thank you for your input**

**For More info, contact Genny Korvin 360-428-8547 or Courianne Willard 360-416-3587**  
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## Student Job Shadow Exit Interview

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Time/Date: \_\_\_\_\_

This form is designed for student to record their thoughts and insights relative to the job shadow experience.  
**Please return all forms to receive your Certificate of Completion.**

### 1. Please rate your job shadow experience

1 = Strongly Disagree    2 = Disagree    3 = Neutral    4 = Agree    5 = Strongly Agree

The job shadow was in general a positive experience for me	1	2	3	4	5
I have learned valuable information during my job shadow	1	2	3	4	5
I think I will be able to apply and transfer information I have learned	1	2	3	4	5
I think that the job shadow will help me be more effective at obtaining a job	1	2	3	4	5

### 2. What did you like best about your job shadow experience and what surprised you in this experience?

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### 3. What did you like least?

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### 4. Do you feel that the employer interview will help you establish future employment?

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### 5. What do you think is the most important thing you learned?

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### 6. Are you planning to continue your career education path?

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**Thank you for your input**

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## Job Shadow Employer Evaluation

Business Site: \_\_\_\_\_ Mentor Name: \_\_\_\_\_  
 Mentor Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Job Shadow Title: \_\_\_\_\_ Hours: \_\_\_\_\_

**Employer must complete this form in order for the student to receive their CERTIFICATE OF COMPLETION**

### EMPLOYER EVALUATION OF STUDENT:

Your feedback is highly valued. Please evaluate the student on the following:

1 = Needs Improvement    2 = Below Expectations    3 = Met Expectations    4 = Exceeded

Requested and confirmed appointment	1	2	3	4
Reported to the job shadow on time	1	2	3	4
Appearance was appropriate for the workplace	1	2	3	4
Related well to mentor, employees and customers	1	2	3	4
Asked appropriate questions & demonstrated an interest in the career	1	2	3	4
Behaved in a professional manner	1	2	3	4
Spent 3 hours or more observing	1	2	3	4

### EMPLOYER FEEDBACK

Please rate your job shadow experience on the following:

1 = Strongly Disagree    2 = Disagree    3 = Neutral    4 = Agree    5 = Strongly Agree

Coordinators of this course have been responsive & well organized	1	2	3	4	5
I would recommend a job shadow to other employers	1	2	3	4	5
I am willing to host another job shadow in the future	1	2	3	4	5
I felt the student learned and benefited from the job shadow experience	1	2	3	4	5

Suggestions: \_\_\_\_\_

Employer signature: \_\_\_\_\_

***Thank you for hosting a Skagit Valley College student job shadow***

***For More assistance, contact Genny Korvin 360-428-8574 or Courianne Willard 360-416-3587***

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