



15th & 16th January 2026

Name.....

Tutor group.....

Name of the Company you are
visiting.....

Parent's/relative's/friend's
name.....

Tweet @careersmrus1

#Workshadow

WORK SHADOW JOURNAL

This journal will help you plan and track your work experience. You'll need to fill in some sections before, during, and after your work experience.

A) COMPLETE BEFORE PLACEMENT

1. Work experience profile

Complete the following sections:

Dates of experience:		
Start date:	End date:	
Working hours:		
From:	To:	
Things to prepare:		
Lunchtime arrangements (e.g. packed lunch, provided by work, buying lunch yourself)		
Workwear (e.g. are you required to wear particular clothing such as a suit, high visibility jacket, company clothing, or a uniform?)		
Will this be provided for you? Yes / No		
Travel arrangements:		
Mode of travel (e.g., car, train, walk, bus)	Journey length	Cost of travel

Main contact:

Write the name of the person you are reporting to during your work experience:

Instructions & guidelines for the day.

The success of the day depends on you. Don't forget you are also representing Mark Rutherford School

- 1 **Be confident.** Smile! Shake hands firmly, when required.
2. **Fit in!** Speak clearly. Answer questions confidently. Ask plenty of questions.
3. **Look interested.** They want to show you the real world. Be receptive.
4. **Show the work booklet** to your parent/colleague and explain how you will fill it in.
5. **Ask if you may take digital photos** for our website. There can be many reasons why this may not be possible. Follow the company's instructions.

Help yourself!

- A) Find out what the procedures are if the fire alarm goes off; which exit to use and where to meet up. Follow instructions of any fire marshals.
- B) Follow any safety requirements such as wearing safety boots, wearing hi-vis jackets, keeping behind safety lines, not touching equipment.
- C) Find out where the toilets are located.
- D) Note the times of lunch and breaks and know where to go.

Things to find out: -

Are they a local business or part of a larger national one? Or are your parents/friend self-employed?

How many people work here?

Are there lots of other departments within the company?

What is your parent's/relative/friend's position/job?

Who do they report to?

Do they have people working for them?

About the business

Where is the business based? (e.g.; town, industrial estate)

Are there any benefits/reasons to the choice of location?

Is it a purpose-built building?

Description of the Office or the working environment: -

How does your department contribute to the business?

How does it communicate with the rest of the business?

Other things to find out: -

Does your parent/relative/friend like working here?

Have they always worked there?

How does the company train people to do the job?

Could you work here straight after school or would you need to get more qualifications first?

Outcomes of your work experience

Overall, write down the main thing you hope to achieve from your work experience:

-

Write down three things you'll do to make the most of your work experience:

- 1.
- 2.
- 3.

Write down three key skills you would like to develop during your work experience:

- 1.
- 2.
- 3.

Who can help you to achieve your goals during your work experience?

- 1.
- 2.

B) COMPLETE DURING WORK EXPERIENCE

1. Daily log

Complete each of the suggested tasks each day of your work experience.

Day one: What did you do?	
<p>Who did you meet? What was their job title or role?</p> <ul style="list-style-type: none"> • 	<p>Who do you work with directly? What is their job title or role?</p> <ul style="list-style-type: none"> •
<p>Write at least one thing that went well today.</p> <ul style="list-style-type: none"> • 	<p>Write at least one thing you are looking forward to about tomorrow.</p> <ul style="list-style-type: none"> •
Day two: What are your tasks?	
<p>Explain at least one task you did today. Provide as much detail as possible.</p> <ul style="list-style-type: none"> • 	<p>Did you enjoy completing this task? Explain your answer.</p> <ul style="list-style-type: none"> •
<p>Write down three things you learned this week.</p> <ol style="list-style-type: none"> 1. 2. 3. 	

Interview with employees

Complete this interview template with two employees with different job roles.

Employee interview <u>one</u>	Employee interview <u>two</u>
1. What is your job role?	
2. What are your main responsibilities?	
3. What qualifications or training did you need for your job?	
4. How long have you been in your job role?	
5. What was the application process required for your job role?	
6. What are the key skills required for your job?	
7. What initially interested you in this role?	
8. What is the best part of your job?	
9. What is the most challenging part of your job?	

10. What advice would you give to someone wanting to get into your industry?	

C) COMPLETE AFTER WORK EXPERIENCE

Work experience summary

<p>1. Did you manage to achieve the goal you set before your work experience? Explain your answer.</p>
<p>2. Did you do the <u>three</u> things you planned to do to make the most of your work experience? Explain your answer.</p>
<p>3. Did you develop the <u>three</u> skills you wanted to improve during your work experience? Add at least one skill onto Unifrog using the Skills tool.</p>
<p>4. Did you gain any additional skills you didn't expect to develop during your work experience? Add at least one skill onto Unifrog using the Skills tool.</p>
<p>5. What was your favourite thing about work experience? Explain your answer.</p>

6. What was the most challenging thing about your work experience?

Explain your answer.

7. How has this work experience impacted your ideas for your future career journey?

Explain your answer.

- Upload your completed journal to your Unifrog Locker, or hand in the printed one to Mrs Unwin. **Deadline: 22nd January**
- Enter the skills you have learnt to Unifrog
Deadline: 22nd January
- Plan a CV for a part-time job adding on your work shadowing experience and skills gained
Deadline: Feb half term

Parental/employer feedback

- How did the day go?

- Was there anything that could have made this experience any better for the student?

- Would you or the company be interested in getting more involved at school by: giving careers talks/mentoring/encouraging employment skills & opportunities or sponsorship at school? Would your company be able to offer work experience to other students at Mark Rutherford?
If so, please leave contact details: -

Thank you. Mrs Unwin.
Careers Lead,
Mark Rutherford School. Tel 01234 290200.
Careers@mrus.co.uk

**Please add any pictures to our Twitter/X page:
[@Careersmrus1](#)**