

Instructions for the careerme.org job shadow web pages:



Dear Students!

I'm excited that you are thinking about publishing your job shadowing experience on the Advanced Manufacturing career web portal, www.careerme.org. It's not as difficult as you might think!

As you prepare for, and enjoy your job shadowing experience, make sure to keep in mind each of these careerme.org website components. You could even use this sheet as a checklist.

*Take a few minutes to look at the homepage links about a **career profile**, and to also click on the "About Companies and People". Check out the **search page** and look over a company and career profile, then continue to the search results page. Visit links that are presented about a company and the career mentor to see how data from your job shadowing experience would be displayed.*

Here's a description of the careerme.org homepage components to explain what they are, and how they are used from the web pages. An example "homepage" also shows you where this information is displayed!

Sincerely,

Sandy Feola
 Project Manager,
careerme.org

(Go to the last page for the full size homepage)



HOMEPAGE:

A Key job shadow interview questions

In addition to questions you plan to ask, make sure to include 9 key interview questions that will be part of your mentor's job description. You can use the interview template Word document from the homepage website footer. The "Job Shadow Guide" ME bubble opens the page to the interview questionnaire link.

B Your job shadow "at work" pictures

Ask your mentor's permission to take their picture, for example, at their desk and at a place in their facility that shows them in a work setting. Most digital camera should work fine for digital resolution. Try not to stand too far away when you take your pictures. It's nice to be able to recognize that this is your mentor. Two "at work" pictures will be placed on the homepage.

C Short paragraph for advice about their job

Select one or two sentences from the job shadow interview for the space next to the mentor's "at work" pictures. This might be a great place to place your mentor's tip or advice to you about entering into their career.

D Company logo link

The homepage has a place for the company logo which will become the link to their homepage website. Your job shadow's company logo graphic (e.g. the .jpg image) Ask your mentor for a .jpg file that would be approved to use on the homepage. Another way to get the logo is from an internet search for the image, such as using Google. Save the .jpg logo file to your PC, and also be sure to ask your job shadow mentor to confirm that the logo is appropriate to use. Some companies have several logo's, so please make sure you check.

E The signature

Use a white sheet of paper (e.g. computer paper) and a Sharpe® pen. Ask your mentor to write their signature, large, in a size around 1 ½ " high by 5" long. Capturing the signature a larger-than-normal size helps make a cleaner output file to use for the homepage. You can lightly pencil in an outline on the paper and ask your mentor to sign within the area if this helps. Erase the pencil lines afterwards.

F Your job shadow's main homepage profile picture

Take a picture of your job shadow mentor so that it can be placed on the homepage as the career profile. You will need to find a white or cream colored wall to use as the background. The careerme.org website manager takes the image to create the "flash" image, so it's really important that the background is clear of objects. Take a look at some of the other profile images on the careerme for an example.

G Your job shadow's main quote

Select an "exemplary" saying from your mentor during the interview (see your question write up) or ask your mentor to provide a specific quote they would like to use on the homepage. A good quote size is around 40 words.

H Image representing a project by the job shadow

In addition to the pictures representing your mentor's job and career, one image will be used to represent a project (or a process) your mentor worked on at his company. The image can be a picture that you take, or a graphic (.jpg) representative about the project. If you use a graphic image from the internet, it cannot be a copyright protected image. Ask your teacher if you have any questions about copyrights and what image you should use.

I About the job shadow's project (or process) project

The second part that helps describe what your job shadow mentor does during the day, is to write about either a project they have worked on, or a process/activity that they perform for their company.

When you spend the day with your mentor, you will talk about a lot of things. Ask your mentor about a project that they completed that was challenging or would be interesting to explain their work. This only needs to be about a ½ page long since you'll be able to include graphic images or pictures from your job shadow mentor. Take a look at some other careerme.org project descriptions for examples about the type and length typically written. Ask your teacher for ideas and help if you aren't sure what would be a good project or process description.

careerME YOUR CAREER IN ADVANCED MANUFACTURING

Society of Manufacturing Engineers

EDUCATION FOUNDATION

NCMS

mycareerme

Click to navigate: UNITED STATES

What is an Advanced Manufacturing Career?

Preparing for an Advanced Manufacturing Career

About Companies and People

Get the Real Facts

Resource Links

F

G "Being an intern gets you real-world experience, but also shows a company your work ethic, which may lead to a job offer upon graduation."

E Chris Kanalas

Chris Kanalas
Job: Pharmaceutical Chemist

B

C The technology involved in my line of work varies greatly. It can be as simple as a balance because nearly every test requires accurately measuring out the sample. It can be as complex as an HPLC or GC.

D EURAND

A Learn more about Chris and Eurand.

H

Developing and executing methods and procedures for testing OAT products.

I View more about Chris' projects

autoplay off

