

OPM 01-45

DATE: June 6, 2001

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources

**RE: Oklahoma City Public Schools
Job Shadowing Opportunities**

Representatives from the Oklahoma City Public School System have asked me to share the enclosed information with all state agencies regarding their Job Shadowing Program for Career and Technical Education students from the following schools: John Marshall, Northwest Classen, Classen School of Advanced Studies, Northeast, Star Spencer, Emerson Alternative, Southeast, Capitol Hill, U.S. Grant, and Douglas.

I encourage you to review the enclosed materials and consider accepting the opportunity to participate in the Oklahoma City Public School Job Shadowing Program. Please respond by June 15, 2001.

Enclosure

OKLAHOMA CITY PUBLIC SCHOOLS

Classen School of Advanced Studies * 1901 N. Ellison * Oklahoma City, OK 73106

Office: (405) 556-5070 * Fax: (405) 556-5080

To Potential Business and Organizational Partners:

All organizations seek qualified and productive workers. How can you improve your chances of finding and hiring such an employee? These employees will not be there in the future if we do not prepare them today.

In order to assist businesses in obtaining the quality employees they need and deserve, the Career and Technical Education instructors of the Oklahoma City Public Schools are seeking businesses and organizations throughout the metro area that will provide job shadowing opportunities for high school students. What is job shadowing? Students visit a work site and "shadow" an employee or employees for a few hours a day. The students will only observe. They will ask questions in order to learn more about the job and the requirements for that job. It is an excellent opportunity for students to gain firsthand knowledge and experience in career exploration. It also allows students to see firsthand how the things they are learning are used in the work world.

Why should your company or organization want to be involved? We can tell our students about the world of work but that is not enough. Guidance is needed so students can set personal career goals that fit their interests and capabilities. By providing job shadowing experiences, your organization will be showing students what skills and knowledge they must acquire to compete in a rapidly changing world economy. Many times this experience turns on the "light" in a young person's mind and motivates them to work hard to prepare for their future. The person that job shadows may be your future star employee.

Each Career and Technical Education student will job shadow once for a few hours or a day sometime between September and April. Students from John Marshall, Northwest Classen, Classen School of Advanced Studies, Northeast, Star Spencer, Emerson Alternative, Southeast, Capitol Hill, U.S. Grant, and Douglas will participate. Please review the attached information and let us know if you would like to become a part of this exciting effort. Your help is needed and appreciated. We will, therefore, make every effort to ensure that your normal business day is minimally impacted. Please join us in this very important endeavor. A small investment of your time now will help insure that qualified, productive workers are available in the future.

If you will help us invest in the future of our youth, please fill out the attached form and fax it to us at 556-5080. If you need further information, please call Jim Cofer at 745-2125 and leave a message, Nick Dodson at 706-6425, or Judy Schmeder at 640-7736. Since school is out and the school offices will be closing, it is imperative that we receive your response by June 15th.

Sincerely yours,

Jim Cofer

Nick Dodson

Judy Schroeder

**JOB SHADOWING
ORGANIZATION VOLUNTEER FORM**

_____ YES, we will participate in the Job Shadowing Program.

Organization Name _____

Address _____

Phone _____ Fax _____

Contact Person _____ Title _____

Type of Business/Organization _____

Comments _____

Please list each participating department within your organization and a contact person and phone number for that person. If you have more than one location, list each department and location.

	DEPARTMENT	CONTACT PERSON	PHONE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

SIGNATURE: _____