

JOB SHADOW

JOB SHADOWS provide an opportunity for students to spend four or more hours with one or more employees at a business site. Employers introduce students to potential careers by allowing them to observe the jobs of individual workers by shadowing their daily routines and activities. They provide students with a look at the world of work and the range of career opportunities available to them. Employers should provide general information about their jobs, required skills, education and training requirements.

DURING THE JOB SHADOW, you are encouraged to perform your normal work activities and maintain your daily routine as much as possible. It is recommended that you spend the first five to ten minutes providing an orientation of the company and then give a tour of your facility. Be flexible – if schedule changes occur, involve the student.

THE STUDENT WILL...

Meet performance and attendance criteria set by the school.

Complete assignments and participate in career exploration activities.

Obtain parental / teacher permission to participate. Arrange transportation to arrive and depart as scheduled.

Dress appropriately for the worksite.

Display polite and courteous behavior.

Ask relevant and thoughtful questions prepared in advance.

Complete an evaluation and other documentation.

THE EMPLOYER WILL...

Serve as host and identify appropriate individuals to participate.

Receive confirmation of the job shadow.

Include the student in their normal work activities.

Share how their career path evolved.

Explain how their department / job relates to the organization.

Discuss education and training needed to perform the job.

Answer student questions.

Evaluate the student's performance during the job shadow appointment.

Liability Exposure: Exposure to liability at the work site should be viewed in the same way you would for visitors who spend time in your facility.

POSSIBLE QUESTIONS

Students will have limited backgrounds about the job they are shadowing and will have questions for you in order to fully understand the requirements of your position. Here is a list of possible questions you may be asked.

- _ What do you do on a typical day?
- _ What kinds of decisions/problems are part of your job?
- _ What training and/or education is required for the job?
- _ Is any type of prior work experience recommended?
- _ What is the best way to enter this occupation?
- _ What other jobs can you get with the same background?
- _ What is it like to work at your company?
- _ What do you like most about your job? Least?
- _ Do you expect to be doing this kind of work in five years?
- _ What are the biggest challenges you face in your job?
- _ What is the future outlook for careers in this area? What changes are occurring?

HELPFUL HINTS

- _ Make sure you have the student's name and confirm parking, meal arrangements (if applicable), and appropriate attire with the contact person at the school.
- _ Gather company brochures, product sheets and any other pertinent data which would be of interest to the student about your job and/or business.
- _ Notify co-workers of the student's visit and encourage them to share their career experiences.