

Job Shadow

Planning for Businesses



What is **Job Shadowing**?

Job shadowing is a form of on-site learning lasting several hours to one day that allows students to observe and occasionally participate in tasks during the experience for the purpose of career exploration. The company assigns a host to the student with whom the student can observe and ask questions throughout the day. It is considered to be quite effective for a student to explore a potential career path with the goal of developing a better understanding of the skills needed to be successful in that particular career.

What do I need to consider when offering a **Job Shadow** program to high school students?

- The age of the student can vary, but most are high school age. Do not eliminate job shadows at your company because of an 18 year old requirement. Many students turn 18 during their senior year.
- Prior to the experience, work with the school to make sure that the student is completing any forms necessary for the job shadow. This may include a confidentiality agreement or liability waiver.
- Remember that students may come to you very timid. Consider discussing methods to help students feel comfortable and opening up to the experience.
- The majority of the time students are completing the job shadow experience during their school day. Check with the school to make sure that you are aware of the times the school day begins and ends in order to work with the student's time constraints.
- If you cannot offer an experience that lasts a whole day, discuss with the assigned advisor times that will work best for you and the student, keeping in mind to plan enough time for the experience to be meaningful.



| **Teacher Externship Program**

Consider a Teacher Extern to help draw students in for experiences. Our Teacher Externship Program works via a business sponsoring a teacher to spend 3-5 paid days with the company in the summer learning about careers and how the company works, so they can write a lesson plan to bring back to their classroom. Resource, then, posts the lesson plan on our website for all 50 of our membership schools.



- Discuss with the student and their advisor how lunch will be handled for the student. Depending on the type, length and times of the experience students will need to be aware of the lunch plan.
- Keep the experience of the student as close to a “regular day of operations” as possible. Tours and discussions about the expectations of the job being shadowed are important as well as inviting students to join meetings, client discussions and/or calls, as well as engaging in small projects.
- Inform the student of when there will be time for questions; mixed throughout or at the end of the day and to take notes. Help the student by defining any critical moments when questions are not acceptable.

How should my company prepare for a **job shadow** program?



Start by setting goals for the program

What do you want to achieve? Consider that students are exploring potential careers and how that may fit in with any hiring needs for the company.



Develop a plan

Agree on criteria for which students are eligible to complete an experience, when (times of the year, week, and day) works best for the company, and guidelines for who in the company will host job shadows. A framework will help schools plan for the experience as well.



Get “buy-in” from your staff

Anyone hosting a job shadow needs to understand what benefits the experience has for the company. Develop and organize training, meetings, and written communications that give well documented explanations for how programs like these are helpful for the company. It’s also helpful to predetermine questions that may be asked and develop a FAQ as part of any publication.



Establish a partnership with an area school by reaching out to their counselors, CTE Coordinators, Work-based Instructors, and/or Principal

An important step in the process is reaching out to your area schools to let them know that you are interested in hosting job shadows as well as any other partnership opportunities like; on-site tours, internships, and mentorships. It is not intuitive for schools to know your willingness to work with students and many schools do not have resources to establish a connection with you.



Prepare to communicate with students prior to the experience

A little correspondence can go a long way in welcoming a student and reducing their stress. Be sure to include any requirements you have regarding proper dress code, asking questions, note taking, introduction to their host employee, and any general thoughts you may have for the experience.



Develop a survey

Construct a short survey of around 5 questions for the student and host employee to complete upon completion of the experience. You will have a much higher response rate if the survey is short, easy to read, and digital.



Follow up

Develop a plan to inform students about other opportunities at the company such as; internships, careers, and paid education and/or tuition reimbursement programs.

