



JOB SHADOW INFORMATION

This guide is designed to give you the information you need to plan an inspiring, fun, and successful experience. If you have any questions, or need additional support, please don't hesitate to contact Lisa McNaney at lmcaney@tvp.org.

Job shadowing is a career exploration activity in which a student is paired with an employee, observes the workday of that employee, interacts with clients or customers, and attends meetings and other appointments with the person they are shadowing.

Job shadows are designed to help students explore a field of interest while developing research skills and building occupational knowledge.

A job shadow occurs over most of the workday, is conducted at the workplace and provides the opportunity for the student to ask questions of the person being shadowed throughout the day.

ENSURING A SUCCESSFUL JOB SHADOWING EXPERIENCE:

- Students learn by doing. Be sure the young person shadowing you is engaged in a range of activities throughout the day.
- Choose activities that highlight the skills needed to do your job.
- Select activities that show your career in a positive light.
- Be sure students cannot inadvertently disrupt or damage your work.
- Be ready to adjust the level of difficulty of any shared tasks depending on the student's abilities.
- Make it real. It's all about the relationship you are able to develop.
- Help the student focus on learning about and practicing professional skills.
- Ask questions about what the student shadowing you is learning and their career aspirations.

WHAT IS MY COMMITMENT?

- The job shadowing experience will take place over most of a workday. the student shadowing you should be allowed to observe or participate in all activities during the day.
- Follow all school and company rules regarding job shadowing (your coordinator can help you with this).
- Complete an evaluation of the experience and provide recommendations to improve future job shadows.

HOW YOU ARE MAKING A DIFFERENCE:

- Job shadowing helps students explore their interest in a career in your industry and observe first hand what it takes to work in your company.
- Job shadowing can help a student see the connection between what they learn in the classroom and the real world.
- Job shadowing can help students practice communication skills and learn how to relate to adults on a professional level.

WHAT WILL YOU GET OUT OF IT?

- Participants in job shadowing shadowing can be a personally satisfying experience.
- Your company may offer incentives for volunteering to job shadow.
- You will learn how to interact with the next generation-some of whom you may be supervising and/or working with soon.
- It's fun!

TIPS FOR SUCCESS

- *BE HONEST!* Students really appreciate learning more about you and your career path.
- *KEEP IT SIMPLE.* Though your students participate in career academies and are familiar with basic industry terminology, it's best to explain ideas in plain English. Students might not understand all of the industry language, thus it's best to keep it simple.
- *STAY CURRENT.* Share information with students that is current and relevant. Instead of talking about programs that occurred in the "good old days," talk about current opportunities that are available to students.
- *BE CONCISE.* Limit your responses to 90 seconds. This way, students will stay engaged.
- *GIVE ADVICE.* Share anything that you wish someone would've told you, or any other information such a "get involved in extracurricular activities" or "try to get an internship." Students appreciate your words of wisdom.
- *ENGAGE STUDENTS.* Feel free to ask questions to engage students, such as, "how many of you know X," or "how many of you are thinking about majoring in X?"
- *STAY CONNECTED.* If you would like to connect with students, feel free to share your email address or business card.