



# Job Shadowing Guide

## Job Shadowing Fact Sheet

*A fact sheet that provides a definition and learning objectives for the activity.*

## WBL Connector Checklist

*A checklist of steps to guide WBL Connectors in creating successful Job Shadowing activities for all parties.*

## Student/Learner Checklist

*A checklist for students/learners participating in Job Shadowing that facilitates deeper learning from the work-based learning experience.*

## Teacher/Faculty Tip Sheet

*Tips for teachers/faculty that describes ways to connect the experience to the larger curriculum.*

## Employer Tip Sheet

*Tips for employee volunteers participating in Job Shadowing to support their engagement.*

## Employer Fact Sheet

*Facts about Job Shadowing to help employers decide whether their company or organization can participate.*

## Implementation Tools

### Job Shadowing Research Activity

*A worksheet for student/learner to complete before the activity.*

### Job Shadowing Student/Learner Reflection

*A worksheet and discussion guide that supports student/learner reflection after the activity.*



## Job Shadowing Fact Sheet

### Job Shadowing

Job Shadowing is a structured Career Exploration activity in which a student/learner is paired with and observes the workday of an employee, interacts with his or her clients or customers and attends meetings and other appointments with them..

Designed to help students/learners explore a field of interest while developing research skills and building occupational knowledge, job shadowing is conducted at the workplace and occurs over most of the workday.

Job shadowing is one activity in the continuum of authentic work-based experiences provided to all students/learners engaged in career-related programs or course of study in the Earn & Learn community.

### Job Shadowing is designed to:

- Promote exploration of a field of interest.
- Provide an up-close look at a particular occupation, company and industry and the career path to that occupation.
- Help students/learners make the connection between school and the workplace.
- Inform career planning.

### Job Shadowing is structured to:

- Allow students/learners to listen, receive information and ask questions.
- Enable students/learners to begin identifying areas of career interest.
- Build knowledge about the education and training needed for a particular job, career path and entry into the industry.
- Allow students/learners to practice and demonstrate key work-readiness skills such as communication and appropriate workplace behavior.

### Job Shadowing is supported by:

- Classroom preparation, including research on the occupation, its industry and the participating company.
- Employer orientation and support.
- Opportunities to reflect upon the experience verbally and in writing.

### Job Shadowing is connected to:

- Individual career development/training plans.
- Future work-based learning activities.
- The student/learner's next steps.

### Job Shadowing Options

- Arrange for a group of students/learners to shadow different employees at the same time at the same company. Start the day with a Workplace Tour.
- Rotational Job Shadowing: Arrange for a student/learner to shadow a number of different people in the same company over time, rotating through a range of departments with different levels of employees in a series of Job Shadows.
- Virtual Job Shadowing. Arrange for a student/learner to shadow an employee volunteer virtually via Zoom or Facetime.

## Job Shadowing Support Materials

### Checklists, Tip Sheets and Fact Sheets:

- WBL Connector Job Shadowing Checklist
- Student/Learner Job Shadowing Checklist
- Teacher/Faculty Job Shadowing Tip Sheet
- Employer Job Shadowing Tip Sheet
- Employer Job Shadowing Fact Sheet

### Implementation Tools

- Job Shadowing Research Activity
- Job Shadowing Student/Learner Reflection

#### **Tips for Success** **Work-Based Learning Essential Elements**

Effective Job Shadowing activities include structured activity before, during and after the experience. Pay attention to these tips to ensure meaningful experiences that result in enriched learning.

- ✓ Conduct Effective Planning
- ✓ Prepare for Success
- ✓ Identify Learning Objectives.
- ✓ Create Authentic and Engaging Experiences
- ✓ Connect to Careers
- ✓ Support Student/Learner Growth
- ✓ Ensure Activities are Safe and Legal
- ✓ Provide Ongoing Support
- ✓ Provide for Reflection, Presentation and Feedback
- ✓ Connect to the Student/Learner Next Step
- ✓ Assess and Document the Experience

Sustaining and growing Job Shadowing activities and all other work-based learning activities depend on maintaining positive relationships with the participating employers. These employers should be treated as valued customers and partners with frequent check-ins to address their needs and support participation.

## Work-Based Learning Connector Job Shadowing Checklist

Quick tips for Work-Based Learning Connectors<sup>1</sup> to ensure a successful job shadowing program.

### Before the Job Shadow

- Identify all interested teachers/faculty and help them plan for job shadowing. Share the Teacher/Faculty Tip Sheet.
- Effectively match students/learners with job shadow hosts, based on their career interests and personal factors.
- Collect any required forms.
- Have teachers/faculty help create learning objectives and work with students/learners to prepare for the day.
- Confirm scheduling and transportation arrangements for the student(s). Check school policies, and ask about workers' compensation insurance coverage.
- Give employer information about the participating student(s) and make sure plans have been made to receive them. Ask about dress requirements.
- Determine if host site requires visitors to sign visitor confidentiality and/or non-disclosure agreement.
- Provide Employer Tip Sheet and other support materials so the company can plan effectively.
- Share this toolset's Workplace Competencies with the employer hosts.

### During the Job Shadow

- Make sure students/learners receive instruction in workplace safety, if needed. Have the employer include a safety talk at start of day and highlight potential hazards.
- Have students/learners share the day on social media if company allows.
- Arrange for students/learners to visit different departments and observe employees with different levels of responsibility in the company.

### After the Job Shadow

- Document the job shadow in ELENA. Review feedback from all parties and summarize results (Use the WBL Activity Evaluation). Make recommendations for improvements.
- Help students/learners update their career development plan and think about any next steps they would like to take to further their career goals.
- Work with teachers/faculty to help connect the job shadow to the classroom.
- Send thank-you notes to host employers.
- Share pictures from the job shadow with the companies for their websites or newsletters. Encourage students/learners to share photos on social media. (Ensure you have signed releases for all photos.)
- Place a story about the job shadow in the local newspaper or on the school website.

### Sample Job Shadow Timeline

**Beginning of the school year:**

Identify interested teachers/faculty and students. Brainstorm business partners who could participate.

**Two months in advance:** Develop a schedule. Secure available dates, times and locations.

**One month in advance:** Confirm participation of employer hosts. Have students/learners research the occupation and company.

**One week in advance:** Send hosts information about the student. Make sure logistics have been handled.

**Day of the Job Shadow:** Make sure students/learners receive safety instruction, if required.

**After the Job Shadow:** Send thank-you notes to all host employers and ensure student/learner reflection activities take place.

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<sup>1</sup> This includes Earn & Learn work-based learning connectors and others who facilitate, arrange and support work-based learning activities for students/learners.

## Student/Learner Job Shadowing Checklist

A job shadow is a great opportunity to learn about the world of work. You'll have the opportunity to ask questions, practice professional behavior and become more comfortable communicating with professionals.

Below is a checklist of what you can expect to learn. Read through it and check off what interests you and the goals for the day that are most important to you. Your interests don't have to be prioritized. If you would like to learn something that's not listed, just add it!

### Have you done all you can to prepare?

- Turn in any required forms.
- Think about your interests and determine the kind of job you'd like to explore or company you'd like to visit in your job shadow.
- Once chosen, research your host company. Check out their website and learn as much as you can about the organization's history, what they do and how it impacts your community.
- Meet with your teacher/faculty or the connector to finalize a learning plan for the job shadow.

### Have you thought about what you can do to make the job shadow a big success?

- Arrive at the workplace appropriately dressed and on time. Attend the orientation if one is offered.
- Turn off your cellphone, except to take photos, if the company allows (ask first).
- Develop some skill-specific learning outcomes with your job shadow host and work on them.
- Comply with all health and safety regulations.
- Be observant and ask appropriate questions.
- Reflect on the connection between what you're learning in the classroom and what goes on in the workplace.

### When the job shadow is over, how will you keep moving your career forward?

- Reflect on the day. Talk to your classmates and teachers/faculty about the job shadow and whether you're interested in pursuing a career in that industry.
- Participate in classroom activities that help you think about the value of the job shadow.
- Update your resume' and career development plan and think about next steps in moving your career forward.
- Send a follow-up email thanking the employer for his or her time. Ask if you can connect on LinkedIn. If you're interested in working there, say so and ask for next steps.
- Fill out any evaluation forms. Be honest. That will help make future job shadows more impactful.
- Share your experience with your peers on social media. Perhaps a blog post about the job shadow?

### Are you Ready for Game Day?

Have you...

- Turned in required forms?
- Researched the host company?
- Considered the best way to make a good impression on the employer?
- Thought about how you'll share your experience on social media?
- Updated your resume and career development plan ?

## Teacher/Faculty Job Shadowing Tip Sheet

Note: If you're coordinating a job shadowing activity, have a look at the Connector Job Shadowing Checklist.

### Job Shadowing is designed to:

- Promote exploration of a field of interest.
- Provide an up-close look at a particular occupation, company and industry and the career path to that occupation.
- Help students/learners make the connection between school and the workplace.
- Inform career planning.

### Before the Job Shadow

- Review the Job Shadowing Fact Sheet and this tip sheet.
- Assess how the day can support classroom activities and help meet curriculum goals.
- Help the connector identify interested students/learners and help match them to the most appropriate hosts.
- Collect any required permission forms.
- Work with students/learners to identify desired learning objectives.
- Have students/learners research the host company, its industry and occupations.
- Discuss behavioral expectations and workplace norms.
- Provide the host employer with information about the participating student(s). Help the employer understand where students/learners are in their development, their career aspirations, and how the employer can link the experience to the classroom.

### During the Job Shadow

- Have students/learners learn about workplace safety, and reflect workplace norms.
- Support employer hosts in effective interactions by developing strategies to "keep it real."
- If possible, encourage the host to have students/learners observe and interact with employees who have different levels of responsibility in the company.
- Make sure students/learners are attentive, polite and engaged.

### After the Job Shadow

- Thank the host employer and see if they have a suggestion for student/learner follow-up activities.
- Provide reflection activities for students/learners and help them make the connection between what they're learning and the workplace.
- Help students/learners update their career development plan and think about any next steps they would like to take to further their career goals.
- Have students/learners write thank-you notes to the employer partners.
- Assess and document the impact and value of the job shadowing activity and utilize employer and student/learner feedback to improve future job shadows. (Use the WBL Activity Evaluation from this toolset).

### Go Deeper

- Make the job shadow part of a project and have students/learners prepare and deliver a presentation to others at your school about the host company.

### The Classroom Connection: Preparation and Reflection

#### Before the Job Shadow

Set students/learners up for success by having them:

- Research company and industry of host employers.
- Discuss how the job shadow can help them meet learning objectives.

#### After the Job Shadow

- Spark student/learner reflection with an activity.
- Ask, "What new things did you learn about this job and industry?"
- Explore whether they want to find out more or further explore careers in the employer's industry.

## Employer Job Shadowing Tip Sheet

Thanks for agreeing to host a student/learner for a job shadow. As you think about how to best prepare for the day, keep the following success factors in mind.

### Before the Job Shadow

- Provide the WBL Connector with website link(s) about your company, industry and profession to help the student/learner prepare for the job shadow.
- Find out what the student/learner is currently focused on in the classroom so you can link the job shadow to the curriculum.
- Ask the connector or teacher/faculty for tips on how best to interact with the student/learner and let them know of any concerns you may have.
- Let the student/learner know where to go when they arrive at your workplace. If they need identification to enter, be sure to tell them that.

### During the Job Shadow

- Give students/learners instruction in workplace safety, if needed. Include a safety talk at start of day and highlight potential hazards.
- Be sure the student/learner shadowing you is engaged in a range of activities throughout the day. Try to choose activities that highlight the skills needed to do your job.
- Ensure the student/learner can't inadvertently disrupt or damage your work.
- Be ready to adjust the level of difficulty of any shared tasks depending on the student's abilities.
- Share the educational and career path you took to your current position.
- Ask questions about what the student/learner shadowing you is learning, and what his/her career aspirations are.

### After the Job Shadow

- Provide feedback to the connector to improve future job shadows using the WBL Activity Evaluation.
- If you're willing to stay connected with the student, offer your email address or connect on LinkedIn.

### Go Deeper

- Share a blurb about the job shadow with photos on your company website or social media.
- If the student/learner shares a post on social media about the day, share it on your company page.
- Consider other ways you might use the job shadow to promote your company's visibility in the community.
- Talk to the connector about being a classroom speaker, helping with curriculum, or participating in Career Days, Mock Interviews, or Internships.

### Suggested Talking Points:

- Describe your career journey.
- Talk about any challenges or obstacles you overcame.
- Discuss the need for perseverance, hard work and getting along well with others.
- Manage expectations about the world of work.

### Tips to Share:

- Avoid job hopping.
- Build your network (talk about how to do that).
- Be a continuous learner and stay abreast of industry changes.

## Employer Job Shadowing Fact Sheet

In a job shadow, a student/learner is paired with and observes the workday of an employee, interacts with his or her clients or customers and attends meetings and other appointments with the person they are shadowing.

Designed to help students/learners explore a field of interest while developing research skills and building occupational knowledge, job shadowing is conducted at the workplace and occurs over most of the workday.

**Program Level:** All Grades.  
**Employer/Student/Learner Ratio:** 1:1  
**Duration:** Usually 1 workday  
**Frequency:** One time  
**Location:** Workplace  
**Costs:** Staff time  
**Special Considerations:** Employee selection. Company visitor and volunteer policies or practices.

### Why are job shadows important for students?

- Job shadows let students/learners explore potential careers and jobs and help build occupational knowledge.
- They illustrate the education and training needed for entry into certain industries.
- They let students/learners know about your company's processes and products/services and the role your business plays in the community.
- They provide a context for learning and foster an understanding of how academic concepts are applied in a real-world setting.
- They offer the opportunity to interact with adult professionals and practice observation and communication skills.

### What are the benefits to my company?

- Exposes potential future workers to job opportunities and careers with your company, as well as the required skills and education to be successful in your industry.
- Introduces students/learners to one or more of your employees.
- Helps your employees understand how to better communicate with the next generation of workers.
- Provides an efficient way to introduce and engage multiple employees with your commitment to education and connect your company with the community.

### What do I need to do next?

- Determine who will coordinate the job shadowing activity for your company and have them connect with the work-based learning connector to address scheduling, planning and logistics.
- Arrange for a presentation to those employees who will participate in job shadows.
- Distribute the Employer Job Shadowing Tip Sheet to interested employees.
- Consider any impacts on company policy.

### Resources

- Review the Employer Participation Options Fact Sheet to learn more about how to get the most out of your partnership with Earn & Learn.



## Job Shadowing Research Activity

Complete the following research assignment as part of your preparation for the upcoming job shadowing. This research will be the basis for in-class discussion and presentations prior to the day

|  |
|--|
| Student/Learner name:  |
| Host company:  |
| Company's web address:   |
| Company's physical address:  |
| Company's mission statement:   |
| What is the company's primary business?  |
| What departments exist within the company?   |
| What companies do you think are in competition with the host company's?  |
| After researching the company, what are some questions that you will ask your job shadow host?                       |
| Based on your research, what do you think you will like most about the job shadowing?                                |
| Based on your research, what is your biggest concern about the job shadowing?  |
| If you could come away from the job shadowing having learned one thing, what would that be?                          |
| Anything else you learned while doing your research that you'd like to share with your teacher/faculty or the class? |

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## Job Shadowing Student/Learner Reflection

Now that the job shadowing is over, take some time reflect on what you learned and how the experience might inform your college and career plans in the future.

Student/Learner Name:

School:

Host Company:

Date of Shadowing:

What aspects of the job shadowing were interesting? Which were not? Why?

What did you like about the job shadowing? What would you change?

Would you consider a career in the host company's field? Why or why not?

What was the most memorable aspect of the job shadowing? Why?

What did you learn about the host company and its employees? Please explain.



What knowledge and skills are you learning in school that would likely be used at the host company? Please explain.

What knowledge or skills do you need to strengthen to be successful at a workplace like the host company's? Please explain.

Would you recommend that other students/learners have a job shadowing experience? Explain.

Anything else you'd like to say about the job shadowing?

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