

Work-Based Learning Connector Job Shadowing Checklist

Quick tips for Work-Based Learning Connectors³ 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 learners⁴ 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 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 toolkit's Workplace Competencies with the employer hosts.

During the Job Shadow

- Make sure learners receive instruction in workplace safety, if needed. Have the employer include a safety talk at start of day and highlight potential hazards.
- Have learners share the day on social media if company allows.
- Arrange for 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 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 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 learners. 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 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 learners receive safety instruction, if required.

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

³ This includes Earn & Learn work-based learning connectors and others who facilitate, arrange and support work-based learning activities for learners.

⁴ Learners include: K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities