

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.