

Employer Job Shadowing Tip Sheet

Thanks for agreeing to host a learner⁷ 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 learner prepare for the job shadow.
- Find out what the 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 learner and let them know of any concerns you may have.
- Let the 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 learners instruction in workplace safety, if needed. Include a safety talk at start of day and highlight potential hazards.
- Be sure the 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 learner can't inadvertently disrupt or damage your work.
- Be ready to adjust the level of difficulty of any shared tasks depending on the learner's abilities.
- Share the educational and career path you took to your current position.
- Ask questions about what the 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 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.

⁷ 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