

## Employer Job Shadowing Fact Sheet

In a job shadow, a learner<sup>8</sup> 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 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/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 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 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 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.

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<sup>8</sup> 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