

HOST TIP SHEET

Job Shadowing: Success Factors

A tip sheet for participating Job Shadow hosts

NOTE: This Tip Sheet is a template, intended for youth programs to customize and adapt to support their Job Shadowing program.

WHAT IS JOB SHADOWING?

Job Shadowing is a Career Exploration activity in which a youth or young adult who is participating in the Learn & Earn Program is paired with an employee, observes the workday of that employee, interacts with clients or customers and attends meetings and other appointments with the person they are shadowing. Job Shadows are designed to help youth and young adults explore a field of interest while developing research skills and building occupational knowledge. A Job Shadow occurs over most of the workday, is conducted at the workplace and provides the opportunity for the youth/young adult to ask questions of the person being shadowed throughout the day.

CONSIDER THE FOLLOWING TIPS TO ENSURE A SUCCESSFUL JOB SHADOWING EXPERIENCE

- Youth and young adults learn by doing. Be sure the young person shadowing you is engaged in a range of activities throughout the day.
- Choose activities that highlight the skills needed to do your job.
- Select activities that show your career in a positive light.
- Be sure that youth and young adults cannot inadvertently disrupt or damage your work.
- Be ready to adjust the level of difficulty of any shared tasks depending on the youth or young adult's abilities.

WHAT'S MY COMMITMENT?

- The Job Shadowing experience will take place over most of the workday. The youth or young adult shadowing you should be allowed to observe or participate in all activities during the day.
- Follow all school and company or organization rules regarding Job Shadowing (your program representative can help you with this).
- Complete an evaluation of the experience and provide recommendations to improve future Job Shadows.

HOW CAN I MAKE IT A GOOD EXPERIENCE FOR THE JOB SHADOWING YOUTH OR YOUNG ADULT?

- Make it real. It's all about the relationship you are able to develop.
- Help the Job Shadowing youth or young adult focus on learning about and practicing professional skills.
- Ask questions about what the young person shadowing you is learning, and what their career aspirations are.

WHY IS THIS IMPORTANT FOR THE YOUTH OR YOUNG ADULT PARTICIPATING IN THE JOB SHADOW?

- Job Shadowing helps youth and young adults explore their interest in a career in your industry, and observe firsthand what it takes to work in your company or organization.
- Job Shadowing can help a young person see the connection between what they learn in the classroom and the real world.
- Job Shadowing can help youth and young adults practice communication skills and learn how to relate to adults on a professional level.

WHAT WILL I GET OUT OF IT?

- Participating in Job Shadowing can be a personally satisfying experience.
- Your company or organization may offer incentives for volunteering to Job Shadow.
- You will learn how to interact with the next generation—some of whom you may be working with and/or supervising soon.
- It's fun!

WHAT IF I HAVE A QUESTION, A CONCERN, OR NEED SOME HELP?

Your program representative is there to help you with any questions or concerns, no matter how great or small. If you have any concerns or questions, bring them to your program representative's attention immediately.

Enter Contact Information:

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