

YOUTH AND YOUNG ADULT TIP SHEET

Job Shadowing: Success Factors

A tip sheet for youth or young adults engaged in the Learn & Earn Program

A Job Shadow is a great opportunity to learn about the world of work. You may be wondering what you will discover. Without a doubt, you will be exposed to a wide variety of experiences and information. Some information may be more valuable to you than other information.

TAKE ACTION!

Holding a job requires a lot of independent thought and decision-making. Below is a checklist of what you can expect to learn on your Job Shadow. Read through the list and check off what interests you and the goals for the day that are most important to you. Your interests do not have to be prioritized. If you would like to learn something that is not listed, just add it to the list.

WHAT CAN I EXPECT TO LEARN ON JOB SHADOW DAY?

- How what I'm learning about in the classroom or through workshop activities is used on the job
- What people do all day on the job
- What skills I need to get a good job
- What employees receive besides a paycheck
- More about the workplace I am visiting
- How technology is used on the job
- Some new career ideas
- How much education I will need to get the job that I want
- How learning and earning are connected

BEFORE THE JOB SHADOW

- Think about your interests and determine the kind of Job Shadow you might like to have.
- Turn in any required forms.
- Participate in pre-Job-Shadow classroom or workshop activities.
- Meet with your instructor or a member of the program staff to finalize a learning plan for the Job Shadow.

DURING THE JOB SHADOW

- Arrive at the workplace appropriately dressed and on time.
- Attend the orientation at the worksite.
- Be observant and ask appropriate questions.
- Comply with all health, safety, and environmental standards and regulations.
- Develop some skill-specific learning outcomes with your Job Shadow host.
- Work toward your learning outcomes.
- Think about how what you're learning in the classroom or in workshops connects to the workplace.

AFTER THE JOB SHADOW

- Participate in self-evaluation and reflection activities.
- Share what you accomplished and what you've learned with others.
- Complete and send a thank-you letter to your Job Shadow host.
- Complete an evaluation so that the program can be improved in the future.
- Update your resume or portfolio based on your Job Shadowing experience.