

# EMPLOYER GUIDE

## Job Shadowing

Job shadowing is a volunteer opportunity for students to gain valuable exposure to careers they are interested in pursuing following graduation. Students spend a half day, full day, or several days (you decide) visiting your organization, investigating a career field and experiencing a typical day on the job.

Job shadowing allows students to clarify their career goals and understand how knowledge learned in the classroom translates to their ability to be successful in the workplace. An employer demonstrates the connection between academics and careers, exciting students to learn by making their coursework more relevant. It also exposes students to career settings within their interests and offers firsthand knowledge about different career fields. Job shadowing should provide exposure of the day-to-day work environments, job characteristics and responsibilities to assist them in determining a career fit and create a better understanding of the work environment and types of skills needed for specific occupations.

### HOW TO GET INVOLVED

Check with your area(s) school district's high schools, middle schools, and career and technology centers to see if they are participating and let them know that you are a business that welcomes job shadowing. You can also contact the local chamber of commerce business and education partnership representative and/or your regional Workforce Investment Board to see how you can get involved in the job shadowing process. You can find a number of school district contacts at the following website: <http://www.edna.ed.state.pa.us/>.

### THE PROCESS

The role of the employer is to:

- Organize a half or full of day of activities or assignments for the student and remain available during the student's shadowing assignment.
- Clarify any behavioral issues, rules, permissions, clothing and safety requirements.
- Provide the hours of the day and the contact information to the schools.
- Provide an overview of the organization and industry, and share career advice and tips on work/life balance.
- Help students understand the required skills and attitudes needed for the job.
- Demonstrate and explain effective work methods and show a desire to work with students.
- Introduce the student to a realistic view of their career area and work roles.
- Welcome questions and provide students with constructive feedback, especially as it relates to realistic expectations of the student.

### SUGGESTED ACTIVITIES

- Encourage students to talk about their interests and abilities. Incorporate that information into discussions regarding career or industry employment choices.
- Organize a tour of your office/facility.
- Engage in brief discussion of different departmental functions, job titles, educational preparation and pay ranges.
- Discuss the relationships between suppliers and customers.
- Introduce the student to the mission of the workplace: What do you do?
- Give a personal note: Why is my job important to me? Why do I like my job? How did I get to my current job?
- Discuss a student's career interests and plans. Offer suggestions for appropriate training or experience.
- If applicable, involve the students in a "hands-on" project/assignment.
- Discuss math, science and communication foundations of the job.