



## Job-shadowing

Job-shadowing provides an opportunity for students to visit area businesses and organizations to spend time with a professional currently working in a career field of interest. Job-shadowing offers students a chance to see what it is actually like to work in a specific job and to have their questions answered.

### Checklist for Success\*

#### For Employers

- \_\_\_\_\_ Determine what ages, geography and interest level of students you wish to visit your facilities.
- \_\_\_\_\_ Identify interested employees and develop the appropriate training for them to make the most out of the job-shadowing experience.
- \_\_\_\_\_ Use the Youth Business Connector to inform schools/programs about your interest.
- \_\_\_\_\_ Discuss desired outcomes of the job-shadowing for both you and the educator to ensure the visit provides the maximum educational value for the student(s).
- \_\_\_\_\_ Establish the schedule with the educator. Allow students to shadow for a predetermined period of time.
- \_\_\_\_\_ Adhere to all applicable child labor laws.

#### For Educators

- \_\_\_\_\_ Identify desired outcomes and goals of the job-shadow experience for the student(s).
- \_\_\_\_\_ Have students identify their career interests.
- \_\_\_\_\_ Use the Youth Business Connector to assist students in locating a job-shadowing opportunity.
- \_\_\_\_\_ Confirm logistics with employer.
- \_\_\_\_\_ Prepare students to maximize learning by providing them with information from the company they will shadow.
- \_\_\_\_\_ Provide post-job-shadow activities to structure student reflection.

***The Youth Business Connector is an initiative of Charlotte Works.***

[www.youthbusinessconnector.com](http://www.youthbusinessconnector.com)

## **Job-Shadowing, cont.**

### **Checklist for Success**

#### **For Students**

- \_\_\_\_\_ Research and identify career areas of interest.
- \_\_\_\_\_ Work with your educator to locate a job-shadowing opportunity using the Youth Business Connector.
- \_\_\_\_\_ Comply with all company standards and regulations.
- \_\_\_\_\_ Write a thank-you note to the job-shadow host employer.

\* This suggested checklist should be used as a guide and is not comprehensive. Each school and partner organization's process may vary.

#### **Suggested Employer Job-Shadow Process**

- Organize 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 educator.
- 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 areas and work roles.
- Welcome questions and provide students with constructive feedback, especially as it relates to realistic expectations of the student.

#### **Suggested Employer Job-Shadow 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?

## **Job-Shadowing, cont.**

### **Suggested Job-Shadow Activities for Employers**

- 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 relevant school subjects, such as math and science and communication foundations of the job.

### **Additional Resources:**

- NC Public Schools: Career and Technical Education  
<http://www.ncpublicschools.org/cte/curriculum/work-based/job-shadow/>

This resource developed by:

**Allegheny Conference on Community Development**

<http://beconnected.aiu3.net/PDFs/EmployerActivityGuideJobShadowing.pdf>

**Kansas City, Kansas Public Schools**

[http://www.newwaystowork.org/qwbl/tools/kcktoolkit/Guides/How\\_To\\_Guide\\_Job\\_Shadows.PDF](http://www.newwaystowork.org/qwbl/tools/kcktoolkit/Guides/How_To_Guide_Job_Shadows.PDF)

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