

## Job Shadowing Fact Sheet

### Job Shadowing

Job Shadowing is a structured Career Exploration activity in which a student is paired with and observes the workday of a business partner, interacts with his or her clients or customers and attends meetings and other appointments with the person they are shadowing.

Designed to help students 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.

#### Job Shadowing is designed to ...

- ✓ Promote exploration of a field of interest.
- ✓ Provide an up-close look at a particular occupation, company and industry and the career path to that occupation.
- ✓ Help students make the connection between the workplace and what they're learning in the classroom.
- ✓ Inform career planning.

#### Job Shadowing is structured to ...

- ✓ Allow students to listen, receive information and ask questions.
- ✓ Enable students to begin identifying areas of career interest.
- ✓ Build knowledge about the education and training needed for a particular job, career path and entry into the industry.
- ✓ Allow students to practice and demonstrate key work-readiness skills such as communication and appropriate workplace behavior.

#### Job Shadowing is supported by ...

- ✓ Classroom preparation, including research on the occupation, its industry and the participating company.
- ✓ Employer orientation and support.
- ✓ Opportunities to reflect upon the experience verbally and in writing.

#### Job Shadowing is connected to ...

- ✓ Individual career development/training plans.
- ✓ Future work-based learning activities.
- ✓ The student's next steps.

#### Go Deeper

- ✓ Arrange for a group of students to shadow different employees at the same time at the same company. Start the day with a Workplace Tour.
- ✓ Rotational job shadowing: Arrange for a student to shadow a number of different people in the same company over time, rotating through a range of departments with different levels of employees in a series of job shadows.

Job shadowing is one activity in the continuum of authentic work-based experiences provided to all students engaged in career-related programs or course of study in the Los Angeles/Orange County Regional Consortium.

## Job Shadowing Support Materials

### Checklists, Tip Sheets and Fact Sheets:

- ✓ Coordinator Job Shadowing Checklist
- ✓ Student Job Shadowing Checklist
- ✓ Faculty Job Shadowing Tip Sheet
- ✓ Employer Job Shadowing Tip Sheet
- ✓ Employer Job Shadowing Fact Sheet

### Implementation Tools

- ✓ Job Shadowing Research Activity
- ✓ Job Shadowing Student Reflection Worksheet