

## Coordinator Job Shadowing Checklist

Quick tips for those charged with arranging and supporting work-based learning activities to ensure successful job shadows.

### Before the Job Shadow

- ✓ Identify all interested faculty members and help them plan for the job shadowing activity. Share the Faculty Tip Sheet.
- ✓ Effectively match students with job shadow hosts, based on their career interests and personal factors.
- ✓ Collect any required forms.
- ✓ Have faculty members help create learning objectives and work with students to prepare for the day.
- ✓ Confirm scheduling and transportation arrangements for the student(s). Check college policies regarding transportation and liability, and ask about workers' compensation insurance.
- ✓ Give employer information about the participating student(s) and make sure plans have been made to receive them. Ask about dress requirements.
- ✓ Determine if host site requires visitors to sign confidentiality and/or non-disclosure agreement.
- ✓ Provide Employer Tip Sheet and other support materials so the company can plan the most learning-rich experiences possible.

### During the Job Shadow ...

- ✓ Make sure students receive instruction in workplace safety, if needed. Have the employer include a safety talk at start of day and highlight potential hazards.
- ✓ Have students share the day on social media if company allows.
- ✓ Arrange for students to visit different departments and observe employees with different levels of responsibility in the company.

### After the Job Shadow ...

- ✓ Document the job shadow. Review feedback from hosts and faculty and summarize results (Use the WBL Activity Evaluation from this toolkit). Make recommendations for improvements.
- ✓ Help students update think about any next steps they would like to take to further their career goals.
- ✓ Work with faculty to coordinate activities to connect the job shadow to the classroom.
- ✓ Send thank-you notes to host employers.
- ✓ Share pictures from the job shadow with the companies for their websites or newsletters.
- ✓ Encourage students to share photos on social media. (Ensure you have signed releases for all photos.)
- ✓ Place a story about the job shadow in the local newspaper or on the college website.

### Sample Job Shadow Timeline

**Beginning of the school year:** Identify interested faculty members and students. Brainstorm business partners who could participate.

**Two months in advance:** Develop a schedule with business partners. Secure available dates, times and locations.

**One month in advance:** Confirm participation of employer hosts. Have students research the occupation and industry or company.

**One week in advance:** Send hosts information about the student. Make sure logistics for the day have been handled.

**Day of the Job Shadow:** Make sure students receive safety instruction, if required.

**After the Job Shadow:** Send thank-you notes to all host employers and ensure student reflection activities take place.