

## Faculty Job Shadowing Tip Sheet

Note: If you're coordinating a job shadowing activity, have a look at the Coordinator Job Shadowing Checklist.

### 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 classroom and the workplace.
- ✓ Inform career planning.

### Before the Job Shadow ...

- ✓ Review the Job Shadowing Fact Sheet and this tip sheet.
- ✓ Assess how the day can support classroom activities and help meet curriculum goals.
- ✓ Help the coordinator identify interested and qualified students and match them to the most appropriate hosts.
- ✓ Collect any required permission forms.
- ✓ Work with students to identify desired learning objectives.
- ✓ Have students research the host company and its occupations.
- ✓ Discuss behavioral expectations and workplace norms.
- ✓ Provide the host employer with information about the participating student(s). Help the employer understand where students are in their development, their career aspirations, and how the employer can link the experience to the classroom.

### During the Job Shadow ...

- ✓ Make sure students learn about workplace safety, and reflect workplace norms.
- ✓ Support employer hosts in effective interactions by developing strategies to "keep it real."
- ✓ If possible, encourage the host to have students observe and interact with employees who have different levels of responsibility in the company.
- ✓ Make sure students are attentive, polite and engaged.

### After the Job Shadow ...

- ✓ Thank the host employer and see if they have a suggestion for student follow-up activities.
- ✓ Provide reflection activities for students and help them make the connection between what they're learning and the workplace.
- ✓ Help students update their resumes and think about any next steps they would like to take to further their career goals.
- ✓ Have students write thank-you notes to the employer partners.
- ✓ Assess and document the impact and value of the job shadowing activity and utilize employer and student feedback to improve future job shadows. (Use the WBL Activity Evaluation from this toolkit).

### Go Deeper

Make the job shadow part of a project and have students prepare and deliver a presentation to others at your school about the host company.

### The Classroom Connection: Preparation and Reflection

#### Before the Job Shadow ...

Set students up for success by having them:

- ✓ Research company and industry of host employers.
- ✓ Discuss how the job shadow can help them meet learning objectives.

#### After the Job Shadow ...

- ✓ Spark student reflection with an activity.
- ✓ Ask, "What new things did you learn about this job and industry?"
- ✓ Explore whether they want to find out more or further explore careers in the employer's industry.