

## Employer Job Shadowing Tip Sheet

Thanks for agreeing to host a student for a job shadow. As you think about how to best prepare for the day, keep the following success factors in mind.

### Before the Job Shadow ...

- ✓ Provide the coordinator with website link(s) about your company, industry and profession to help the student prepare for the job shadow.
- ✓ Find out what the student is currently focused on in the classroom so you can link the job shadow to the curriculum.
- ✓ Ask the coordinator or a faculty member for tips on how best to interact with the student and let them know of any concerns you may have.
- ✓ Let the student know where to go when they arrive at your workplace. If they need identification to enter, be sure to tell them that.

### During the Job Shadow ...

- ✓ Give students instruction in workplace safety, if needed. Include a safety talk at start of day and highlight potential hazards.
- ✓ Be sure the student shadowing you is engaged in a range of activities throughout the day. Try to choose activities that highlight the skills needed to do your job.
- ✓ Ensure the student can't inadvertently disrupt or damage your work.
- ✓ Be ready to adjust the level of difficulty of any shared tasks depending on the student's abilities.
- ✓ Share the educational and career path you took to your current position.
- ✓ Ask questions about what the student shadowing you is learning, and what his/her career aspirations are.
- ✓ Talk about how subjects studied in the classroom (such as math and language arts) and good habits (such as punctuality and consistent attendance) are important skills in the workplace.

### After the Job Shadow ...

- ✓ Provide feedback to the coordinator to improve future job shadows using the WBL Activity Evaluation.
- ✓ If you're willing to stay connected with the student, offer your email address or connect on LinkedIn.

### Go Deeper

- ✓ Share a blurb about the job shadow with photos on your company website or social media.
- ✓ If the student shares a post on social media about the day, share it on your company page.
- ✓ Consider other ways you might use the job shadow to promote your company's visibility in the community.
- ✓ Talk to the coordinator about being a classroom speaker, helping with curriculum, or participating in Career Days, Mock Interviews, or Internships.

### Suggested Talking Points

- ✓ Describe your career journey.
- ✓ Talk about any challenges or obstacles you overcame.
- ✓ Discuss the need for perseverance, hard work and getting along well with others.
- ✓ Manage expectations about the world of work.

### Tips to share ...

- ✓ Avoid job hopping.
- ✓ Build your network (talk about how to do that).
- ✓ Be a continuous learner and stay abreast of industry changes.