

Job Shadowing Guide

Introduction

This guide is designed to help design, structure and support Job Shadows that work for students, employers, teachers and P-TECH program staff. It is part of the NYS P-TECH Work-Based Learning Toolkit, which provides quality approaches and strategies to create high-quality, safe and legal Work-Based Learning experiences for students.

Job Shadowing Overview

Job Shadowing is a Career Exploration activity in which a student is paired with an employee, observes the workday of that employee, interacts with clients or customers and attends meetings and other appointments with the person they are shadowing. Job Shadows are designed to help students explore a field of interest while developing skills and building occupational knowledge. A Job Shadow occurs over most of the workday, is conducted at the workplace and provides the opportunity for the student to ask questions of the person being shadowed throughout the day. While most Job Shadows are conducted over the bulk of the workday, variations exist, including allowing a student to rotate through a number of different departments over a number of days. Job Shadowing provides P-TECH students the opportunity to interact with adults and practice the application of the P-TECH Professional Skills.

Job Shadowing experiences are designed to promote:

- Exploration of a field of interest
- Exposure to adults, careers and jobs
- Awareness of the academic, technical and personal skills required in particular jobs
- Opportunity to practice and demonstrate communication, personal integrity and other professional skills

The Importance of Structured Activity

Effective Job Shadowing programs include structured activity before, during and after the experience. These activities help ensure that all involved parties have meaningful, productive experiences that result in enriched student learning. Proper planning and preparation, attention to legal and safety details, maximization of learning potential, and communication and support for the student and employer will help ensure success. Sustaining and growing Job Shadows and all other Work-Based Learning types depend upon developing and maintaining positive relationships with the employers who are providing opportunities to the students being served. These employers should be treated as valued customers and partners with frequent check-ins to address participation needs as they arise.

Job Shadowing Support Materials

Tip sheets and checklists for P-TECH coordinators, employer partners, and students and teachers are provided in this toolkit to help design, structure and support Job Shadows to maximize student learning. Each tip sheet supplements the Work-Based Learning essential elements described in section three of this toolkit, and provides a set of success factors and lists of activities or tasks to perform before, during and after the experience. A fact sheet for prospective employers is also provided.

Tip Sheets and Fact Sheets

Coordinator Tip Sheet: Job Shadowing Success Factors

A tip sheet for P-TECH coordinators or intermediary partners responsible for implementing and supporting Job Shadows

Teacher Tip Sheet: Job Shadowing Success Factors

A tip sheet to help teacher connect the Job Shadowing experience to the classroom

Student Tip Sheet: Job Shadowing Success Factors

A tip sheet to help students get the most out of the Job Shadowing experience

Employer Tip Sheet: Job Shadowing Success Factors

A tip sheet for participating employers

- *What's my role in the Job Shadow?*
- *How do I get matched up?*
- *What should I talk about?*
- *How does this work?*

Employer Fact Sheet: Job Shadowing

A fact sheet for employers that describes what's involved in a company providing Job Shadowing opportunities