TOP 10 TIPS FOR A SUCCESSFUL
JOB SHADOW

1. Assign one person in your business to act as a guide throughout the day, getting the student from one place to the next. Students won't need a guide if they are shadowing one person throughout the entire day.

2. It's good for students to begin the day with an overview of your company or organization. Give them a sense of your mission and how you work as a team.

3. Wherever possible, give them a hands-on experience of performing the actual job that they are interested in pursuing. Have them observe and/or assist a person who is doing the job.

4. Show them the "tools of the trade," which range from software, actual equipment, or even the "people skills" necessary in your line of work.

5. Help them identify the courses they should be taking in high school to help prepare for this career. Assist them in making a connection between what they're doing in high school to the career they want to pursue.

6. Highlight training and education they will need in order to work in your career.

7. Share information on key soft skills and personality traits needed for someone in this role.

8. Let them hear life stories from you and your staff on how they got to where they are today and what they enjoy most in their work.

9. Have fun and show off your career and company. Remember, you are helping someone determine which route their future will take. Even if they decide not to follow this career, you will have still helped them in making an important life decision. You are helping build our future workforce.

10. Lastly, if you are able and willing, please share your hosting experience via your social channels and tag Workplace Learning Connection! If sharing a photo with students, please first make sure we have media releases on file. Also, allow a few minutes during the shadow to give students the opportunity to grab a photo of themselves during the visit, if they are interested. Encourage them to share their experience socially to help their peers see the value of career exploration.

f @WorkplaceLearningConnection   @workplacelearningconnection

in @Workplace Learning Connection

Kirkwood
WORKPLACE LEARNING
CONNECTION