



## Job Shadowing Fact Sheet

### Job Shadowing

Job Shadowing is a structured Career Exploration activity in which a learner<sup>2</sup> is paired with and observes the workday of an employee, interacts with his or her clients or customers and attends meetings and other appointments with them..

Designed to help learners explore a field of interest while developing research skills and building occupational knowledge, job shadowing is conducted at the workplace and occurs over most of the workday.

Job shadowing is one activity in the continuum of authentic work-based experiences provided to all learners engaged in career-related programs or course of study in the Earn & Learn community.

### 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 learners make the connection between school and the workplace.
- Inform career planning.

### Job Shadowing is structured to:

- Allow learners to listen, receive information and ask questions.
- Enable learners to begin identifying areas of career interest.
- Build knowledge about the education and training needed for a particular job, career path and entry into the industry.
- Allow learners to practice and demonstrate key work-readiness skills such as communication and appropriate workplace behavior.

### Job Shadowing is supported by:

- Classroom preparation, including research on the occupation, its industry and the participating company.
- Employer orientation and support.
- Opportunities to reflect upon the experience verbally and in writing.

### Job Shadowing is connected to:

- Individual career development/training plans.
- Future work-based learning activities.
- The learner's next steps.

### Job Shadowing Options

- Arrange for a group of learners to shadow different employees at the same time at the same company. Start the day with a Workplace Tour.
- Rotational Job Shadowing: Arrange for a learner to shadow a number of different people in the same company over time, rotating through a range of departments with different levels of employees in a series of Job Shadows.

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<sup>2</sup> Learners include: K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities

## Job Shadowing Support Materials

### Checklists, Tip Sheets and Fact Sheets:

- WBL Connector Job Shadowing Checklist
- Learner Job Shadowing Checklist
- Teacher/Faculty Job Shadowing Tip Sheet
- Employer Job Shadowing Tip Sheet
- Employer Job Shadowing Fact Sheet

### Implementation Tools

- Job Shadowing Research Activity
- Job Shadowing Learner Reflection

### Remote Note

Job shadowing does not lend itself to remote or virtual activities.

#### **Tips for Success** **Work-Based Learning Essential Elements**

Effective Job Shadowing activities include structured activity before, during and after the experience. Pay attention to these tips to ensure meaningful experiences that result in enriched learning.

- ✓ Conduct Effective Planning
- ✓ Prepare for Success
- ✓ Identify Learning Objectives.
- ✓ Create Authentic and Engaging Experiences
- ✓ Connect to Careers
- ✓ Support Learner Growth
- ✓ Ensure Activities are Safe and Legal
- ✓ Provide Ongoing Support
- ✓ Provide for Reflection, Presentation and Feedback
- ✓ Connect to the Learner Next Step
- ✓ Assess and Document the Experience

Sustaining and growing Job Shadowing activities and all other work-based learning activities depend on maintaining positive relationships with the participating employers. These employers should be treated as valued customers and partners with frequent check-ins to address their needs and support participation.