



Employer Tip Sheet

Job Shadowing: Success Factors

A tip sheet for Earn & Learn employer partners

This employer tip sheet is a template, intended for each Earn & Learn East Bay partner school or program to customize and adapt to support its Job Shadowing program.

What is Job Shadowing?

Job Shadowing is a career exploration activity in which a student or young adult is paired with and observes the workday of an employee, interacts with clients/customers, and attends meetings and other appointments with the person they're shadowing. Job Shadows are designed to help students and young adults explore a field of interest while building their understanding of workplace practices and culture. A Job Shadow typically occurs at the workplace over most of a workday and gives the student/young adult a chance to ask questions.

Consider the following tips to ensure a successful Job Shadowing experience:

- Be sure the young person shadowing you is engaged in a range of activities throughout the day.
- Choose activities that highlight the skills needed to do your job.
- Be sure that the Job Shadow cannot inadvertently disrupt or damage your work.
- Be ready to adjust the level of difficulty of any shared tasks depending on the participant's abilities.

What's my commitment?

- Allow the student or young adult shadowing you to observe or participate in all activities during the workday and ask questions as needed.
- Follow all school rules regarding Job Shadowing (youth agency coordinator can help you with this).
- Complete an evaluation and provide recommendations to improve future Job Shadows.

How can I make it a good experience for the Job Shadowing student or young adult?

- Help the student or young adult focus on learning and practicing professional skills.
- Ask the young person questions about his or her interests and career aspirations.

Why is this important for the student or young adult participating in the Job Shadow?

- Job Shadowing helps students and young adults explore their interest in your industry, and observe first hand what it takes to work at your company.
- Job Shadowing can help young people see the connection between what they learn in the classroom and what they will encounter in the real world.
- Job Shadowing can help students and young adults practice communication skills and learn how to relate to adults in a professional manner.

What will I get out of it?

- Participation in Job Shadowing can be a personally satisfying experience.
- You will learn how to interact with the next generation—some of whom you may be working with and/or supervising soon.
- You will contribute to the development of tomorrow's workforce.
- You will raise your organization's profile as an engaged civic leader.

What if I have a question, concern or need some help?

Your Earn & Learn coordinator is available to help you with any questions or concerns, no matter how great or small. Please bring them to your coordinator's attention immediately.