

## Job Shadowing Fact Sheet



### Job Shadowing<sup>1</sup>

Job Shadowing is a structured Career Exploration activity in which a student is paired with and observes the workday of a business partner, interacts with his or her clients or customers and attends meetings and other appointments with the person they are shadowing.

Designed to help students 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 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 students make the connection between school and the workplace.
- Inform career planning.

### Job Shadowing is structured to:

- Allow students to listen, receive information and ask questions.
- Enable students 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 students 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 student's next steps.

### Go Deeper

- Arrange for a group of students to shadow different employees at the same time at the same company. Start the day with a Workplace Tour.

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<sup>1</sup> Job Shadowing Activities are recognized as an “ACCEPTED and VALID WBL ACTIVITY” by NYSED and the NYC DOE CTE for specific credit purposes.



- Rotational Job Shadowing: Arrange for a student 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.

Job shadowing is one activity in the continuum of authentic work-based experiences provided to all students engaged in career-related programs or course of study in New York City schools.

## Job Shadowing Support Materials

### Checklists, Tip Sheets and Fact Sheets:

- Coordinator Job Shadowing Checklist
- Student Job Shadowing Checklist
- Teacher Job Shadowing Tip Sheet
- Employer Job Shadowing Tip Sheet
- Employer Job Shadowing Fact Sheet

### Required Forms and Documents

- WBL Travel and Media Consent Form
- Employability Skills Profile

### Implementation Tools

- Job Shadowing Research Activity
- Job Shadowing Student Reflection

### Virtual Note

Job shadowing does not lend itself to virtual activities.



### Tips for Success

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

- Engage in proper planning and preparation.
- Address logistical details.
- Communicate with all parties.
- Maximize learning potential.
- Focus on exploring an area of interest.
- Connect to the classroom.
- Provide support for students and supervisors.
- Promote student reflection.

Sustaining and growing Job Shadowing programs 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 participation needs as they arise.