

Job Shadowing Fact Sheet

Job Shadowing

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.
- 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

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.