

## Coordinator Job Shadowing Checklist

Quick tips for Work-Based Learning Coordinators<sup>1</sup> to ensure a successful job shadowing program.

### Before the Job Shadow

- Identify all interested teachers and help them plan for the job shadowing activity. Share the Teacher Tip Sheet.
- Effectively match students with job shadow hosts, based on their career interests and personal factors.
- Collect any required forms.
- Have teachers help create learning objectives and work with students to prepare for the day.
- Confirm scheduling and transportation arrangements for the student(s). Check school policies regarding transportation and liability, and ask about workers' compensation insurance.
- Give employer information about the participating student(s) and make sure plans have been made to receive them. Ask about dress requirements.
- Determine if host site requires visitors to sign visitor confidentiality and/or non-disclosure agreement.
- Provide Employer Tip Sheet and other support materials so the company can plan the most learning-rich experiences possible.
- Share this toolkit's Top Ten Employability Skills with the employer.

### During the Job Shadow

- Make sure students receive instruction in workplace safety, if needed. Have the employer include a safety talk at start of day and highlight potential hazards.
- Have students share the day on social media if company allows.
- Arrange for students to visit different departments and observe employees with different levels of responsibility in the company.

### After the Job Shadow

- Document the job shadow. Review feedback from hosts and teachers and summarize results (Use the WBL Activity Evaluation from this toolkit). Make recommendations for improvements.
- Help students update their Employability Skills Profile and think about any next steps they would like to take to further their career goals.
- Work with teachers to coordinate activities to connect the job shadow to the classroom.
- Send thank-you notes to host employers.
- Share pictures from the job shadow with the companies for their websites or newsletters. Encourage students to share photos on social media. (Ensure you have signed releases for all photos.)
- Place a story about the job shadow in the local newspaper or on the school website.

### Sample Job Shadow Timeline

**Beginning of the school year:**

Identify interested teachers and students. Brainstorm business partners who could participate.

**Two months in advance:** Develop a schedule with business partners. Secure available dates, times and locations.

**One month in advance:** Confirm participation of employer hosts. Have students research the occupation and industry or company.

**One week in advance:** Send hosts information about the student. Make sure logistics for the day have been handled.

**Day of the Job Shadow:** Make sure students receive safety instruction, if required.

**After the Job Shadow:** Send thank-you notes to all host employers and ensure student reflection activities take place.

<sup>1</sup> In New York State, this includes certified work-based learning coordinators and others who facilitate, arrange and support work-based learning activities for students.