

## Employer Tip Sheet

### Job Shadowing: Success Factors

*A tip sheet for NYS P-TECH employer partners*

#### What is Job Shadowing?

Job Shadowing is a Career Exploration activity in which a student is paired with an employee, observes the workday of that employee, interacts with clients or customers and attends meetings and other appointments with the person they are shadowing. Job Shadows are designed to help students explore a field of interest while building their understanding of workplace practices and culture. A Job Shadow typically occurs over most of the workday, is conducted at the workplace and provides the opportunity for the student to ask questions.

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

- Students learn by doing. Be sure the young person shadowing you is engaged in a range of activities throughout the day.
- Follow school and company rules. Check in with the teacher or coordinator and your internal team on any legal or safety restrictions you need to pay attention to or forms you need to complete when hosting a student.
- Choose activities that highlight the skills needed to do your job and show your career in a positive light.
- 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 student's abilities.

#### What's my commitment?

- You can expect to have a student shadowing you for most of a workday, between four and eight hours.
- Allow the student shadowing you to observe or participate in all activities during the workday and ask questions as needed.
- Follow all school rules regarding Job Shadowing (your coordinator can help you with this).
- Complete an evaluation of the experience and provide recommendations to improve future Job Shadows.

#### How can I make it a good experience for the Job Shadowing student?

- Help the student focus on learning and practicing professional skills.
- Answer the student's questions and check for understanding.
- Ask the young person questions about his or her interests and career aspirations.

#### Why is this important for the student participating in the Job Shadow?

- Job Shadowing provides an important opportunity for a student to interact with a professional adult.
- Job Shadowing helps students 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.

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- Job Shadowing can help students 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 have the opportunity to share your experiences, enlighten students about your personal education and career path, inspire young minds and help prepare them for meaningful job opportunities in your industry.
- You will learn how to interact with the next generation—some of whom you may be working with and/or supervising soon.
- Many P-TECH students are or will be the first in their families to attend college, and normally would not have the opportunity for this type of experience. Your participation can help inspire them and contribute to improving your community.
- You will contribute to the development of tomorrow’s workforce.
- You will raise your organization’s profile as an engaged civic leader.
- It’s fun!

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

Your NYS P-TECH 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.