

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 she/he is shadowing. Job Shadows are designed to help students explore a field of interest while developing research skills and building occupational knowledge. A Job Shadow generally occurs over most of the workday, is conducted at the workplace and provides the opportunity for the student to ask questions of the person being shadowed. While most Job Shadows are conducted over a single workday, variations exist, including allowing a student to rotate through a number of different departments over a number of days.

Program Level: Early in the program experience.
Employer/Student Ratio: 1 to 1
Duration: Most of a single workday
Frequency: One time
Location: At the workplace
Costs: Staff time
Special Considerations: Comply with any organizational policies

Why is Job Shadowing important for students?

- Job Shadowing provides an important opportunity for a student to interact with a professional adult.
- Job Shadowing helps students explore their interest in a career in your industry, and observe first hand what it takes to work in your company.
- Job Shadowing can help a young person see the connection between what they learn in the classroom and the real world.
- Job Shadowing can help students practice communication skills and learn how to relate to adults on a professional level.

What are the benefits to my company?

- Exposes potential future workers to job opportunities and careers with your company.
- Exposes students to the skill needs, educational requirements and career opportunities in your industry.
- Promotes an understanding of the role and contributions of your business.
- Introduces students to your employees and co-workers.
- Helps your employees understand how to communicate with the next generation of workers.
- Provides a way to introduce and engage multiple employees with your commitment to students and connect your company with the community.

What do I need to do next?

- Contact your NYS P-TECH coordinator.
- Arrange for a presentation to your employees.
- Consider any impacts on company policy.

Resources

- Distribute the *Employer Tip Sheet: Job Shadowing* to interested employees.
- Review *Employer Fact Sheet: Participation Options* to learn more about how to get the most out of your partnership with NYS P-TECH.
- Review the *P-TECH Professional Skills*.