

CENTRAL COMMUNITY COLLEGE'S JOB SHADOWING PROGRAM

Overview

Job shadowing allows students to observe people in the community as they perform their regular job duties. During the experience, students observe an employee for a short period of time to learn about the business, industry, or profession of the employee. Job shadowing is a short-term, college-supervised work-place learning opportunity, with an emphasis on exploration, not work.

The experience should be planned to provide the student with the opportunity to explore all aspects of the business or industry as well the specifics of the job they are shadowing. Students may practice hands-on tasks associated with the job, but may not perform productive work which benefits the employer. At the point at which they become productive, it becomes work experience, and the student must be paid.

CRITERIA FOR SUCCESS:

Before:

An orientation session is essential to the success of the program. It is important that all participants understand their roles and expected outcomes of the activity.

Everyone involved must have a good understanding of the entire job shadowing process.

Students must complete and return the Preliminary Survey before the job shadowing day. This allows students to be placed according to their interests, and the information is very useful to the workplace mentor and the coordinators when planning the day.

During the Job Shadowing Experience:

The job shadowing day should begin with a welcome session, including a brief overview of the company, safety rules, introduction of personnel, and information about the schedule for the day.

The job shadowing experience should allow students to explore the "the world of work"-- it should not overwhelm students with too many details of the job they are shadowing.

Students learn by doing. Make sure that they are engaged in the experience.

If the shadowing occurs during lunch, arrangements need to be made to provide a facility for eating at the site.

Observe safety procedures. Make sure that students are not exposed to prohibited occupational areas.

Provide an opportunity for students to reassemble at the end of the day to provide immediate feedback. (This is helpful in the event any concerns arose during the job shadowing experience).

After the Job Shadowing Experience:

After the job shadowing day, the Career Success Center Liaison will keep the employer updated on the impact of the job shadowing experience. Employers are often most interested in hearing directly from the students about what they learned. Writing thank you notes are a key to building a strong relationship between the students and business site.

The work-based mentors and any other individuals who participated on behalf of the employer should also receive thank you notes from the students.

THE ROLE OF THE SITE COORDINATOR (if applicable)

As a site coordinator, you are responsible for:

- recruiting interested employees to serve as **workplace mentors** who will lead students through the half-day/full-day experience;
- training workplace mentors on the expectations of the job shadowing experience;
- recognizing work-site mentors who participate in your program;
- seeking internal publicity for job shadowing at your site;
- monitoring the quality of job shadowing experiences through ongoing evaluation; and
- providing the overall energy and enthusiasm to make job shadowing work!

THE ROLE OF THE WORKPLACE MENTOR

Thank you for your interest in job shadowing! As a workplace mentor, you will spend a half-day/full-day orienting a student to the general career major and the world of work. We are very excited about your volunteering to serve as a workplace mentor for a local student and hope you will enjoy this opportunity to help a student explore the world of work!

As a workplace mentor, you will be responsible for:

- attending an orientation session; one initial session
- linking learning to earning;
- explaining the need for safety and security policies and procedures to the visiting student
- helping the student understand the skills needed for your job and sharing with the student the career ladder opportunities;
- demonstrating and explaining effective work methods;
- being available to the visiting student during the job shadowing experience; and
- completing an evaluation form upon the conclusion of the visit.

How do you know if job shadowing is for you? A great workplace mentor will demonstrate:

- a desire to work with students and introduce them to the positive aspects of the business;
- an ability to communicate openly and non-judgmentally with student's;
- a visible investment in a student's current and future career path;
- ability to work with persons of different educational, economic, cultural, religious, and ethnic backgrounds; and
- ability to discuss skills needed in today's workplace.

During the job shadowing day, the workplace mentor will be responsible for:

- informing the student of any relevant policies or regulations at the worksite;
- answering any relevant questions about the profession or facility;
- direct the student to the area of their career interest;

THE ROLE OF THE STUDENT

Every day you make choices which affect your future career and livelihood. By participating in job shadowing and visiting an employer, you will observe a number of employees engaged in a variety of tasks. You can ask questions of these employees and explore what kinds of work you are interested in and what education and training you will need to reach your career goals.

As a student, you are responsible for:

- attending a brief orientation session;
- following business safety and security policies and procedures;
- actively participating in the activities structured by your workplace mentor;
- completing an evaluation form upon the conclusion of the visit.

How do you get the most out of your job shadowing experience? Successful students will demonstrate:

- a willingness to explore a variety of career options and to identify the education that would lead to them;
- a sincere desire to learn about the skills required in the workplace; and
- ability to work with persons of different educational, economic, cultural, religious, and racial backgrounds.

As a part of the job shadowing experience, students will:

- dress accordingly to the standard of the particular site;
- call the site before the scheduled time if you are unable to attend the appointed day;
- arrive at the site at the agreed upon time;
- follow all guidelines and policies of the site;
- complete all required paperwork

THE ROLE OF THE CAREER SUCCESS CENTER LIAISON

Career Success Center Liaisons are responsible for:

- informing students about the job shadowing opportunities
- acting as a liaison to the workplace mentor
- identifying interested students;
- collecting student interest surveys;
- conducting an orientation session;
- following all site safety and security policies and procedures while at the site;
- incorporating career awareness education into students' instruction;
- completing an evaluation.

**PRELIMINARY JOB SHADOWING SURVEY
(STUDENT)**

Your Name:

What are your favorite subjects in school?

What are your favorite hobbies, sports or activities?

What careers interest you?

Have you had any previous job shadowing or internship experiences? If so, where?

What type of business would you like to shadow and why?

What are your goals for your job shadowing experience?

WORKPLACE MENTOR EVALUATION FORM

Student Name: _____

Assessed By: _____

The Student Was...

Punctual

Courteous

Cooperative

Confident

Interested

Well prepared

Other...

YES

NO

	YES	NO
Punctual		
Courteous		
Cooperative		
Confident		
Interested		
Well prepared		
Other...		

What should we continue to do?

What should we stop doing?

What should we start doing different?

How could we better support you throughout this experience?

Please return this questionnaire in the postage paid envelope. Thank you for your participation!

STUDENT EVALUATION FORM

Please rate the following on a scale from one to six (one indicates that you strongly disagree with the statement, six means you strongly agree.)

(Circle One)

My job shadowing experience helped me to think about career options.

1	2	3	4	5	6
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I learned the general expectations for all the employees at the site.

1	2	3	4	5	6
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I enjoyed my workplace experience.

1	2	3	4	5	6
---	---	---	---	---	---

I would recommend the workplace for other student job shadowing experiences.

1	2	3	4	5	6
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I felt I was well prepared for this experience.

1	2	3	4	5	6
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Indicate the name of the site: _____

For successful job shadowing experiences in the future:
What should the employer continue to do?

What should we stop doing?

Will the job shadowing experience change what you do when you return to school? How?

Any other comments