

Employer Guide for Hosting a Job Shadow

A job shadow is an opportunity for a student to visit a workplace to learn more about the company, the type of work that's done there, and what types of employment or career opportunities exist. Typically job shadows last 2-8 hours, often during the school day.

Companies may host a job shadow for just one day, or host a student during a series of job shadows over multiple days.

Benefits of a Job Shadow Experience

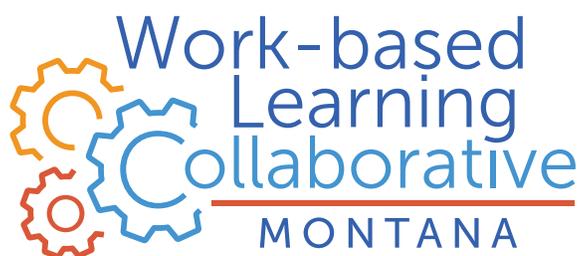


Employer Benefits

- **Build Your Talent Pipeline:** Position your organization as an attractive employer.
- **Boost Community Reputation:** Invest in building local talent and become a champion for economic growth.
- **Ignite Employee Engagement:** Current employees share their passion for their work, and engage in mentorship.
- **Strengthen Local Economy:** Every \$1 invested in career-connected learning returns \$1.50–\$2.00 in local economic value through job growth and retention (Forbes).

Student Benefits

- **Local Networking:** Establish connections with employers in the community.
- **Skill Development:** Practice professional employability skills.
- **Skill Connection:** See how classroom learning is applied in real-world settings.
- **Career Exploration:** Broaden understanding of career opportunities in various career fields.



To learn more, visit wblmt.org



Make it Happen

- Make a connection:** reach out to your school's counseling department or organization, and let them know you are interested in getting involved with career/talent development by hosting a job shadow experience.
- Understand your audience and objectives for the event:**
 - Work with the school coordinator to clarify the specific learning goals for the job shadow session and the relevant academic content.
 - Will you be showcasing more than one occupation?
 - Understand how many students will be present and their ages.
- Assign roles:**
 - Who from your team will be involved with hosting on the actual day of the job shadow? (it is recommended to have no more than 2 students for each employee host)
 - Consider showcasing multiple occupations at your workplace.
 - Do the hosts feel that they have everything they need to be successful?
- Plan the job shadow event:** Sample Job Shadow Schedule
 - Introductions, welcome, overview of the organization and industry
 - Workplace tour - Meet and Greet
 - Individual shadowing time, including an informational interview - it's helpful to know if they will be shadowing one person/position or multiple
 - Wrap-up and questions to end the day

- Logistics:**
 - Coordinate directly with the school coordinator to determine the date(s), time, location, and duration of the job shadow.
 - Note any safety precautions or onboarding tasks.
 - Will the student be eating lunch during the job shadow day? Should they bring a lunch?
 - Work with the school coordinator to determine restrictions on taking photos, if any.
 - Complete any necessary paperwork in collaboration with the school or organization you're coordinating with. For a job shadow during a school day, the school will carry the insurance.
- Internal communication:** Inform all site employees about the job shadow commitment to ensure participation, coverage and support, and confirm any necessary scheduling adjustments.
- Complete any follow up for your company or for the school/organization:** student evaluations, student feedback, host employer evaluations, etc.

Resources/Documents

- **Why Partner in Work-Based Learning:**
A deeper look at employer benefits of work-based learning
 - **Job Shadow Resources**
 - **Insurance Worksheet and Agreement:**
form to document understanding of insurance responsibilities, signatures needed.
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