

GROUNDHOG
JOB SHADOW DAY
2010

SHADOW HOST PACKET



BOSTON PRIVATE INDUSTRY COUNCIL
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Thank you for participating in Groundhog Job Shadow Day. By allowing a student to observe you on the job, you are providing a firsthand look at the skills and knowledge required to succeed in your job and build a career.

This packet will help you plan for the job shadow experience. It includes an overview of your role, as well as the roles of the Boston Private Industry Council (PIC) career specialists and the students; practical tips for structuring the experience, including specific activities and a worksheet for scripting the day.

GOALS AND OBJECTIVES

Job Shadow Day allows students to visit a worksite and “shadow” an employee for several hours, observing and assisting them with their work. This structured worksite experience provides students with a preview of the world of work and the range of career opportunities available to them. Job shadowing is integral to making the connection between school and work.

Job Shadow Day helps students:

- Gain awareness of the variety of skills needed for certain jobs
- Identify possible career interests
- Understand the connection between school and work
- Apply and develop the skill of interacting with adults
- Learn how to behave in a professional environment

YOUR ORGANIZATION’S ROLE

- Identify a lead person to coordinate Job Shadow Day activities
- Inform employees about Job Shadow Day and recruit shadow hosts
- Disseminate relevant information to shadow hosts
- Provide time for shadow hosts to prepare for students

SHADOW HOST'S ROLE

Before Job Shadow Day:

- Fill out the host profile form, providing general information about yourself, your position, and your workplace.
- Discuss details of the job shadow such as date, time, and expected dress code with the PIC career specialist. Confirm a back-up host in the event of an emergency or last minute schedule conflict.

On Job Shadow Day:

- Review all relevant health and safety issues, and provide all necessary safety gear.
- Give the student a brief tour of the workplace and introduce him/her to other employees. Explain how various departments work together and how each job contributes to the overall operations of the company.
- Talk about how the work of your company affects the community. What products or services does it provide customers?
- Help the student understand all aspects of your job by going through your daily routine and answering questions. Explain the skills, responsibilities, education, and training required for your job.
- Engage the student in a hands-on activities related to your daily work, such as:
 - Listening in on a sales call or information request
 - Attending a meeting
 - “Following” a piece of paperwork through your department
 - Assisting a customer
 - Researching a particular topic that is relevant to your work
- Arrange lunch for the student.

After Job Shadow Day:

- Complete the on-line Job Shadow Day survey. We will email you a link. The information we obtain from you is essential to improving job shadow experiences in the future and to making a connection to classroom learning.

PIC CAREER SPECIALIST'S ROLE

- Prepare and send student profiles to participating employers
- Provide the student with background information on your organization and its industry and/or assign the task of researching this information to the student
- Hold an orientation for students to discuss the purpose and expectations for the job shadow experience
- Ensure that each student has his or her signed parent/guardian consent form
- Ensure student has transportation and proper directions to and from the job shadow site
- Connect the student's worksite experience with learning at school

THINGS TO REMEMBER

- Teenagers sometimes use shyness or false bravado as a defense mechanism; do not take it personally.
- Try to make the student feel comfortable in a new and unfamiliar environment. Give them an outline of how the morning will look. Tell the student where the restrooms are located. Schedule a break for your student and provide lunch.
- Use the student's name frequently and make sure that that he or she knows yours. Give the student your business card.
- Answer the student's questions as best you can. If a question makes you uncomfortable or is inappropriate, explain that you prefer not to answer. If it regards confidential matters, explain your company's policy on such information. If you do not know the answer to something, suggest ways the student might find the answer himself or herself.
- Be patient. For many students, Job Shadow Day is the first time they leave the comfort zone of school for a day. Being in a new setting around unfamiliar adults may make them shy or more nervous than they would ordinarily be. Encourage the student to ask questions
- Most importantly, have fun! The event is designed to be a fulfilling experience for you, as well as the students.

SCHEDULE WORKSHEET

Time	Activity
9:00 AM	
9:30	
10:00	
10:30	
11:00	
11:30	
12:00 PM	Lunch and reflection about the job shadow experience.

Please note: The student is excused for the entire school day to participate in Job Shadow Day. You have the option to invite the student to spend more than four hours at your workplace.