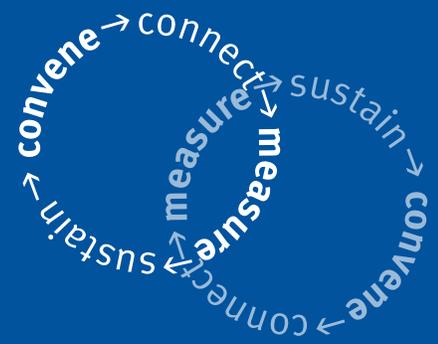


Job Shadow Day

2019 Host Guide

BOSTON PRIVATE INDUSTRY COUNCIL



Thank you for participating in Job Shadow Day.

By welcoming a student into your workplace and allowing them to observe you on the job, you are providing them a firsthand look at the skills and knowledge required to succeed in your job and to build a career.

Job Shadow Day allows students to visit a worksite and “shadow” employees for several hours, observing and asking them about their work. This structured worksite experience provides students with a preview of the adult world of work and the range of career opportunities available to them. Job shadowing is integral to making the connection between school and work before students begin applying for summer internships and moving toward their future.

Boston public high school students have been working hard on job readiness preparation with their Boston PIC career specialists before their job shadow experiences, when they can apply these skills in a professional work setting.

This guide will help you plan for the job shadow host experience. It includes an overview of the role of the host and the level of student preparation prior to Job Shadow Day. Additionally, frequently asked questions, practical tips for interacting with teenagers in the workplace, and example schedules to structure the experience are enclosed.



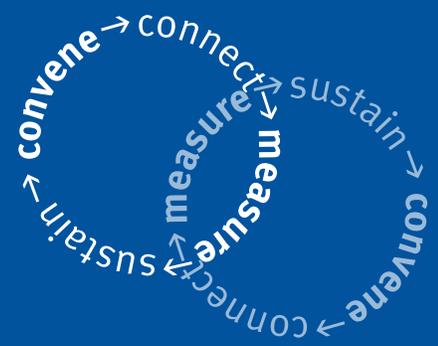
**Bring career
futures to life for
Boston public high
school students**



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Benefits to employers

- Meet students who are interested in your occupation and the range of career opportunities within your industry
- Screen potential student applicants for summer internship opportunities
- Engage employees in service to their communities

Benefits to students

- Identify possible summer internship opportunities
- Explore career interests and the required skills for certain jobs
- Practice appropriate workplace behaviors, including arriving on time and dressing professionally
- Engage in networking activities and begin to build a professional network
- Experience firsthand what it's like to work at organizations of interest

Role of the employer

- Identify a lead staff member to coordinate Job Shadow Day logistics and communicate details to the Boston PIC, including timing and expected dress code
- Educate employees about Job Shadow Day, recruit shadow hosts, and disseminate relevant information to the hosts
- Plan the student's activities for the morning
- Confirm a back-up host in the event of an emergency or last-minute schedule conflict

Student preparation

- Participate in school-based career exploration activities
- Review the PIC Opportunity Guide and discuss industry interests with a PIC career specialist
- Research background information on the host employer and the industry
- Prepare resume for host to review
- Identify transportation to and from the host worksite



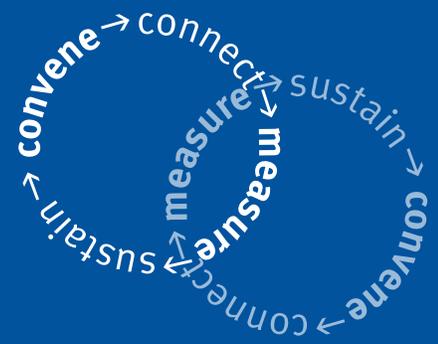
“For me, the most valuable part of Job Shadow Day was being able to share some of my experiences—both academically and professionally—to let students know it’s not an overnight path to success.”

-Job Shadow Day Host, Dana-Farber Cancer Institute

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Frequently asked questions

What should I talk about with students on Job Shadow Day?

- Talk about how the work of your company affects the community. What products or services does it provide?
- Explain how various departments within your company work together, and how each job contributes to the overall operations of the company.
- Provide a description of your job within the company, and discuss aspects of your job that you like or dislike.
- Discuss how you got where you are today, including your education and training, how you became interested in your industry, other jobs that led to this one, and obstacles that you encountered and overcame.
- If relevant, talk about your personal educational experience, including what school(s) you attended, what you studied, what you liked and disliked, what activities and clubs you participated in, and how you paid for education and training (work, scholarships, etc.).
- Discuss how you've continued to grow and learn as an adult.
- Talk about your future plans and the next steps in your career.

What are some activities that I could assign to students on Job Shadow Day?

- Take students on a tour of the workplace.
- Introduce students to other members of your team.
- Allow students to listen in on a sales call or information requests.
- Include students in a meeting.
- Show students some of the databases, software, or other technologies that your company utilizes.
- Encourage students to assist a customer.
- Have students research a particular topic that is relevant to your work.

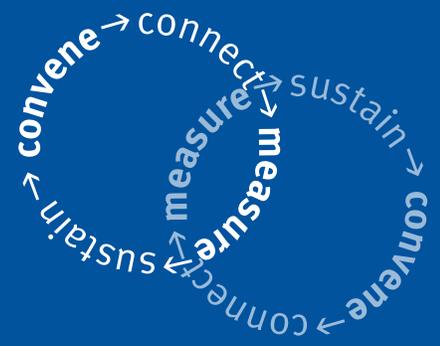
What are some tips for interacting with students in the workplace?

- Try to make students feel comfortable in a new and unfamiliar environment. Give them an outline of how the morning will proceed. Tell students where the restrooms are located.
- Encourage students to ask questions, and answer their questions as best you can. If a question makes you uncomfortable or is inappropriate, explain that you prefer not to answer. If you do not know the answer, suggest ways students might find the answer themselves.
- Students sometimes use shyness or false bravado as a defense mechanism to mask intimidation; don't take it personally.
- Be yourself. Try to give students the most authentic experience of what it's really like to work at your organization.
- Most importantly, have fun! The event is designed to be a fulfilling experience for you, too.

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Sample Job Shadow Day schedule

Time	Activity
9:00 AM	Students arrive/meet and greet
9:15 AM	Tour of the building
9:45 AM	Tour of the specific department / introduce the team
10:00 AM	Work activity
11:00 AM	One-on-one interview session
11:30 AM	Interview another employee
12:00 PM	Lunch and farewell

Share your Job Shadow Day experience on Twitter using #PicturePossible and tagging @BostonPIC.



Students perform experiments in the Vertex Learning Lab



Students tour IBM and learn about the wide range of jobs at the company



At Rue La La, students discuss fashion buying and merchandising