



Hosting a Job Shadow Checklist & Tips

Thank you for hosting a job shadow. To help you prepare, we have created the following checklist for you to use in preparing for your shadow.

For your information, the following table outlines the details of your upcoming job shadow experience:

Date of job shadow:	Student arrival time:
Number of students:	Student departure time:
Student name(s):	
School:	
School contact name, phone and email:	

The following checklist is intended to help you structure the job shadow experience:

Checklist	Done?
Prepare any employees that will host student job shadow(s) (assume 1-3 students per employee). Provide materials.	
Meet the student(s) at the agreed-upon location at the appointed time.	
Start the day with an orientation and introduction to the company.	
Tell the student(s) a little bit about yourself (professional background, typical day, etc.). If time allows, let the student conduct an informational interview.	
Tour the worksite. Try to interact with co-workers on all levels to give the students a good overview of how your organization runs and its culture.	
Provide an opportunity for the student(s) to do some limited, hands-on tasks (under supervision).	
Show the job shadow(s) all of the ways technology is used at your workplace.	
Lunch (determine ahead of time if you will take the student to lunch)	
Make sure the student is at the pick-up location at the appointed time.	
Complete the Job Shadow Host Evaluation and email to coordinator	

Tips for the Job Shadow Host

1. Be yourself.
2. Communicate, communicate, communicate.
3. If anything comes up that interferes with the job shadowing, let the school job shadow administrator know ASAP at host@myjobshadow.com.
4. Find out some information about your students that will help you provide the best experience (age, grade level, interest in the industry, experience in the academy, etc.).
5. Describe your “typical” day and be prepared to field questions regarding salaries, promotions, educational requirements, etc.
6. Talk about your career path and why you chose to pursue it.
7. Show your job shadows what a typical day in your line of work looks like.
8. Let the students listen in on a meetings, interviews, incoming call, etc.