**Tips for Hosting Job Shadow: Employer**

Job Shadowing

Thank you for agreeing to host a student for a job shadowing experience. Some of the expectations of job shadowing are that:

* The student will observe the day-to-day tasks of your job and other jobs at your workplace
* The student will ask questions about the job, pre-requisite training, and skills needed to be employed in this job
* The student can participate in work-related tasks when appropriate

Some students will require accommodations during their job shadowing experience. If these are needed, the student or I will contact you to discuss how the accommodations can be provided.

Here are a few tips on how to engage with students during their job shadow experience:

* Make conversation about both work and non-work-related tasks to help students feel comfortable
* Encourage students to ask questions
* Provide an explanation of your work tasks as you complete them
* When possible, have students observe various roles of other employees at the workplace

Ask students questions about their interests

Sample Schedule

1. Introductions (approx. 10 minutes).
	1. Share how long you have been at the company and in your current position
	2. Explain the position you started in
	3. Share what made you interested in this job
2. Overview of the industry and employer (approx. 30 minutes). Explain:
	1. The main goal of the company
	2. The various jobs and how they support the goal
	3. The number of employees
	4. The location of the company: local, regional, national, international
3. Workplace tour (up to 30 minutes)
	1. Introduce other employees and their role
	2. Explain the role of equipment or technology, if appropriate
	3. Show the “behind the scenes” look, such as the side of business customers often do not see
4. Individual shadowing time (2-6 hours)
	1. Determine if the student will shadow you or other individuals or both
	2. If possible, include the student in the work or allow them to observe by taking notes, photos, or videos
5. Wrap up/Q & A (up to 1 hour)
	1. Reflect with the student on what they learned
	2. Answer any questions that the student has
	3. Complete any paperwork, such as the post-job shadowing survey