



Tips for Hosting Job Shadow

A Guide for Employers

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)

- Share how long you have been at the company and in your current position
- Explain the position you started in
- Share what made you interested in this job

2. Overview of the industry and employer (approx. 30 minutes). Explain:

- The main goal of the company
- The various jobs and how they support the goal
- The number of employees
- The location of the company: local, regional, national, international



3. Workplace tour (up to 30 minutes)

- Introduce other employees and their role
- Explain the role of equipment or technology, if appropriate
- Show the “behind the scenes” look, such as the side of business customers often do not see

4. Individual shadowing time (2-6 hours)

- Determine if the student will shadow you or other individuals or both
- 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)

- Reflect with the student on what they learned
- Answer any questions that the student has
- Complete any paperwork, such as the post-job shadowing survey