



# Partner Connect: *Job Shadows*



*Job shadows provide an opportunity for students to spend three or more hours with one or more employees at a business site. Employers introduce students to potential careers by allowing them to observe the jobs of individual workers by shadowing their daily routines and activities.*

During the job shadow, you are encouraged to perform your normal work activities and maintain your daily routine as much as possible. It is recommended that you spend the first five to ten minutes providing an orientation of the company and then give a tour of your facility. It is beneficial for students to experience the fluidity of the workplace, be sure to involve them in schedule changes.

## WHAT IS A JOB SHADOW

- *Job shadows afford students with an opportunity to learn* about a particular occupation or profession to see if it might be suitable for them.
- *The Job Shadow typically involves hosting a student* and providing them with the opportunity to experience what it is like to perform a certain type of work.
- *An experienced worker facilitates the Job Shadow* by having the student accompany them as they perform the responsibilities of their job.



## EMPLOYER PARTICIPATION

- Serve as host and identify appropriate individuals to participate.
- Include the student in their normal work activities.
- Share how their career path evolved.
- Explain how their department/job relates to the organization
- Discuss education and training needed to perform the job
- Answer student questions.

## STUDENT PARTICIPATION

- Meet performance and attendance criteria set by the school.
- Complete assignments and participate in career awareness studies/activities.
- Obtain parental/teacher permission to participate
- Arrange transportation to arrive and depart as scheduled.
- Dress appropriately.
- Display polite and courteous behavior.
- Ask relevant and thoughtful questions prepared in advance.

## LIABILITY EXPOSURE

Liability Exposure at the work site and while the student is in transit is the responsibility of Portland Public Schools. You should think of liability issues in the same manner that you handle them for visitors who spend time in your facility. Plan to coordinate in advance with the Career Coordinator/teacher regarding Job Shadow specifics including any safety guidance that should be shared in advance with the participants.



CAREER  
EXPLORATION





## EMPLOYER BENEFITS

- Employers provide students with an up-close look at job and career opportunities in their industry.
- Employers spark student interest in careers in the industry while showcasing their commitment to furthering the education and development of young people.
- Employers also demonstrate to students in an in-depth way the importance of developing and honing key skills that will serve them well in the workplace.

## STUDENT BENEFITS

- Students have a chance to learn firsthand how employees apply skills and knowledge to accomplish important work tasks and solve problems.
- Students have the opportunity to interact with workers, understand work culture, and connect school studies to the workplace.
- Students learn more about careers in the fields they may be interested in pursuing.

## TIPS FOR JOB SHADOWS: MAKING IT EFFECTIVE AND EDUCATIONAL

- Make sure you have the student's name.
- Confirm parking, meal arrangements and appropriate attire with the Career Coordinator/teacher at the student's school.
- Gather company brochures, product sheets, and any other pertinent data that would be of interest to the student about your job and/or business.
- Notify co-workers of the student's visit and encourage them to share their career experiences.
- Perform requisite safety and security requirements

## POTENTIAL STUDENT QUESTIONS

- What do you do on a typical day?
- What types of decisions/problems are part of your job?
- What training and/or education is required for the job?
- Is any type of prior work experience recommended?
- What work experiences did you have before entered the occupation?
- What is the best way to enter this occupation?
- What other jobs can you get with the same background?
- How does a person progress in this field?
- What do you like most about your job? Least?
- What is the future outlook for career in this area?

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