**Employer Job Shadow Checklist/Expectations** (Top part to be completed by WBL coordinator)

Thank you for agreeing to host a job shadow experience. To help you prepare, we have created the following checklist to use in planning the job shadow. Please contact the work-based learning (WBL) coordinator for assistance or to ask questions.

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

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| Expectations: | Check: |
| 1. Speak or meet with the WBL coordinator to discuss the plan for the job shadow, including matching the students’ career interests as closely as possible with the jobs at your organization. He or she will offer useful tips for making the experience rewarding for both the students and the employees who serve as hosts. This typically takes 15-20 minutes.
2. Determine which employees will host student job shadows; assume a maximum of two students per employee.
3. Each host employee should review the job shadow information and attend an orientation. Hosts should be prepared to answer questions about the organization, its industry, the types of careers available, and the education they require. They should also be prepared to talk about their own career paths.
4. Send a draft schedule for the job shadow to the WBL coordinator, who may be able to offer helpful suggestions.

 A simple job shadow agenda could include:* Introductions/welcome/overview of industry and organization -- 30 minutes
* Workplace tour -- up to 30 minutes
* Individual shadowing time (including an informational interview conducted by the student) -- 2-6 hours
* Wrap-up/reflections meeting -- 1 hour
1. Let the WBL coordinator know if lunch will be provided or if the student should bring a lunch.
2. Advise the WBL coordinator if any safety precautions or equipment that will be required or if there are security procedures that will be necessary when the students arrive.
3. Decide whether the WBL coordinator may take photographs of the job shadow or bring media representatives without being disruptive.
4. Return an employer evaluation form following the job shadow.

Thank you very much for agreeing to host a job shadow. Please contact the WBL coordinator at any time with questions or concerns. It is part of his/her job to make sure everything goes smoothly. |  |