

# Work-Based Learning Toolkit

## Employer Job Shadowing Tip Sheet

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Thank you for hosting a student for a job shadow experience.

To ensure a successful day, consider the following key factors:

#### Before the Job Shadow:

- **Provide Resource Links:** Share relevant website links about your company, industry, and profession with the High School College and Career Facilitator and/or Work-Based Learning Director. This will help students prepare for the job shadow.
- **Align with Classroom Focus:** Discover the student's current classroom focus to connect the job shadow experience with their curriculum.
- **Effective Communication:** Seek guidance from the coordinator or teacher on how to interact with the student and communicate any specific concerns.
- **Orientation Details:** Clearly inform the student where to go upon arrival at your workplace and, if required, any identification they need for entry.

#### During the Job Shadow:

- **Prioritize Safety:** If necessary, provide instructions on workplace safety. Begin the day with a safety talk, highlighting potential hazards.
- **Engage in Varied Activities:** Ensure the student experiences a range of activities throughout the day, emphasizing the skills required for your job.
- **Task Adaptation:** Be flexible in adjusting task difficulty based on the student's abilities.
- **Educational and Career Path Sharing:** Share your own educational and career journey leading to your current position.
- **Educational Relevance:** Discuss how school subjects and good work habits, such as punctuality and consistent attendance, are essential in the workplace.
- **Inquire and Encourage:** Ask about the student's learning experiences and career aspirations.

#### After the Job Shadow:

- **Provide Feedback:** Offer feedback to the facilitator/coordinator/director to enhance future job shadow experiences using the WBL Activity Evaluation.
- **Stay Connected:** If you're open to maintaining contact with the student, consider sharing your business card as students begin to look for internship opportunities.

#### Go Deeper:

- **Online Visibility:** Share a brief account of the job shadow experience along with photos on your company website or social media platforms.

#### Key Talking Points

**Career Journey:** Share your career path and notable experiences.

**Overcoming Challenges:** Discuss obstacles and how you conquered them.

**Work Ethic:** Emphasize perseverance, hard work, and collaboration.

**Interpersonal Skills:** Stress positive relationships and effective communication.

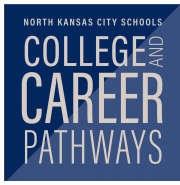
**Realistic Expectations:** Describe the industry's realities and dynamics.

#### Valuable Tips

**Stability Matters:** Explain the benefits of job stability.

**Build Networks:** Offer networking strategies and its importance.

**Continuous Learning:** Advocate staying updated with industry changes.



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- **Social Media Interaction:** If the student posts about their day on social media, consider sharing their post on your company's page.
- **Community Engagement:** Explore other opportunities to leverage the job shadow experience to enhance your company's presence in the community.
- **Further Involvement:** Discuss potential involvement as a classroom speaker, curriculum contributor, or participant in various career-related activities such as Career Days, Mock Interviews, or Internships with the facilitator/coordinator/director.