

# **Employer Job Shadow Template**

## **PLANNING PHASE RECOMMENDATIONS**

### **Recommended Length of Job Shadow:**

- At least three hours in two separate experiences (6 hours total) are required by the State for schools
- “Job shadowing allows students to clarify their career goals and understand how knowledge learned in the classroom translates to their ability to be successful in the workplace. An employer demonstrates the connection between academics and careers, inspiring students to learn by making their coursework more relevant. It also exposes students to career settings within their interests and offers firsthand knowledge about different career fields. Job shadowing should provide exposure to the day-to-day work environments, job characteristics, and responsibilities to assist them in determining a career fit and create a better understanding of the workplace and types of skills needed for specific occupations (PA Department of Education: PA Career Standards; Electronic Toolkit).” - PA Department of Education

### **Grade Levels**

- *9 through 12*
- *If you have rules or regulations that prevent students under 18 from being on site, please let the school district contact know.*

### **Pre-Job shadow preparations**

- *Who is the contact person at the school?*
- *Who is the point person at the business that will be supervising the shadow students?*
- *Clearances needed for business point person. Determine requirements of district you are working with.*
  - PA Child Abuse: <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>

- PA Criminal Background:  
<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/Criminal-Background-Check.aspx>
- FBI: <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx>

**Let school know the following regarding student's day:**

- *Where to enter the building*
- *Where to park*
- *Dress code, safety equipment, etc.*
- *Anything to prepare beforehand*
- *Acquire student emergency contact information*

**Have supervising employee review and fill out the following before the shadow begins on the activities for the day with potential and feasible activities for the student to observe, learn about or do:**

Topic 1: Why work here?: Go over 3 great reasons to work here, ask at least 3 students what is important to them. Give an example of what's important to you.

Topic 2: Core Skills review/demo: What's an entry level person do here? Talk about it, show it, let them try if safe and possible.

Topic 3: Core Skills review/demo: What's an entry level person do here? Talk about it, show it, let them try if safe and possible.

Topic 4: Core Skills review/demo: What's an entry level person do here? Talk about it, show it, let them try if safe and possible.

Topic 5 Behavioral Skills review/demo: What's a behavioral skill that leads to success? Give an example of leadership or other skills, showing up on time, respect, etc.

Topic 6 Demonstration: Demonstrate/show students an additional job detail.

Topic 7 Salary example: Kids want to know how much money they could make! Give a monthly example of what they could take home, overtime, etc.

Topic 8

Topic 9

Topic 10

- Select 3 to 5 activities from the menu for the student or students to complete while visiting.
- Complete the necessary pre-visit work to ensure that they will be able to safely complete the activities.

## **Activity Prep:**

- Prepare order of operations/activities for the day of, ensure that equipment is available at the planned time slot for the day.
  
- Ensure any and all safety equipment is readily available
  
- Speak to any additional pertinent employees that may be available to assist

## **Day of Job Shadow:**

- Communicate with all pertinent staff on student arrival
- Greet student at the door
- Communicate the goals and objectives of the job shadow

- Implement activities!

### **High Schools and Contacts**

Name/District	Email/Phone

