

Top 10 Steps to a Successful Job Shadow

1. Assign one person in your business to act as a guide throughout the day, getting the student from one place to the next. Of course, students won't need a guide if they are shadowing one person throughout the entire day.
2. Make them feel welcome and part of your team. Little things like having a company name badge made up for them, or providing them with a notebook with company materials can go a long way in making them feel valued.
3. It's good for students to begin the day with an overview of your company or organization. Give them a sense of your mission and how you work as a team.
4. Wherever possible, give them a hands-on experience of performing the actual job that they are interested in pursuing or at least observe and/or assist a person who is actually doing the job.
5. Show them the "tools of the trade," which range from software, actual equipment, or even the "people skills" necessary in your line of work.
6. Share information with them on the skills and education they will need to perform the job or career that interests them.
7. Help them identify the courses they should be taking in high school to help prepare for this career. Assist them in making a connection between what they're doing in high school to the career they want to pursue.
8. If they'll need training and education after high school to work in your career, please identify what they should be considering.
9. Let them hear life stories from you and your staff on how they got to where they are today and what they enjoy most in their work.
10. Have fun and show off your career and company! Remember, you are helping someone determine which route his/her future will take. Even if he/she decides not to follow this current career course, you will have still helped him/her in making an important life decision. You are helping build our future workforce.