



On behalf of the South Dakota Department of Labor and Regulation (DLR) and the Department of Education, your willingness to allow job shadows at your business is greatly appreciated. By participating in the job shadow process, you are not only helping to ensure the quality of the future workforce, you are modeling critically important skills that employers continually indicate as essential in the workplace.

The wisdom of your experience and sharing “a day in the life of” with a job shadow participant may be their first step in a well-planned career pathway. A job shadow will be a valuable experience that instills a sense of confidence and conviction in a career choice.

Thank you again for providing this priceless experience to a future member of South Dakota’s workforce!

Sincerely,

Career Ready SD

CAREER READY SD

WORK-BASED LEARNING | JOB SHADOW BUSINESS HANDBOOK

A job shadow is a worksite experience during which an individual spends time one-on-one with an employee observing daily activities and asking questions about the job and industry. Individuals participate before, during, and after the job shadow to help them understand and reflect on what is learned at the worksite. The job shadow allows the individual to determine career compatibility and responsibilities.

Business: _____

Participant: _____ **Date of Shadow:** ____/____/____

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JOB SHADOW BENEFITS

Job shadows can benefit a business by:

- Generating free marketing by exposing future workers to their place of business
- Offering an opportunity for self-development, not only for the student but also for the host
- Providing networking opportunities for potential future employees
- Allowing you to share your experience with others
- Providing a chance to develop mentoring skills and impact youth
- Increasing the morale of current employees

Positive effects of job shadowing:

- 63% of employees reported an improved perception of their company as a better place to work compared to other companies
- 67% had increased job satisfaction levels
- 54% were likely to make positive comments about their employers
- Employees who participated in volunteer programs had higher retention rates, thus reducing the costly need to seek and train new employees

Job shadows will be most effective with a 3:1 ratio or less of students to an employee.

RESPONSIBILITIES

- Make sure there is a designated location for the student to meet you. While it might be obvious to you where the main door is, that may not be the case for visitors.
- Treat students as you would an adult visiting your company; we want them to learn professional behavior.
- Provide a tour of the worksite. If time allows, introduce the student to employees when you encounter them. Have them tell the student(s) what they do as well.
- If possible, have students perform a hands-on activity or view a process that will help them better understand the organization's operations.

Job Shadow Host Considerations

- When would it be the best time for a student to shadow?
- What information do I want to share with the student prior to the shadow?
- Does anyone need to be informed of the job shadow?
- What do I need to know about the student?
- Do I or the student need to complete any health and safety requirements prior to the visit?
- Is there any paperwork they need to fill out such as a confidentiality notice?

TALKING ABOUT YOUR WORK

Job shadow hosts often ask, "What do I have to offer?" The answer? **The wisdom of your experience.** If you've ever said, "If I had only known then what I know now," this is your opportunity to share those pieces of valuable knowledge. Tell participants what you personally get from your job and why you chose your line of work. Talk about the other people you work with, how your job relates to the community, and who depends on your work and why.

What You Do

- Job description/description of your typical day:
 - Major tasks, sub-tasks
 - Equipment or tools you use
- What appeals to you most about your job?
- What do you struggle with most at your job?

- What avenues are available for making suggestions on the job?
 - How do you share information?
 - How is information shared with you?

What Is Your Work Like

- What are your working hours? What about overtime?
- Are there licensing/certification/education requirements?
- How do you advance in this career area?
- What communication skills do you use (verbal, written, public speaking)?
- What cognitive skills do you use (critical thinking, problem-solving, decision-making)?
- What is the history of this industry?
- Why you chose this field?
- What are the underlying attitudes and values important to your job?
- What Interpersonal skills do you find most important and why?

Earnings (at the host's discretion)

- Salary range, fringe benefits (health insurance, retirement, credit unions, etc.)
 - Anticipated starting wage
- The economy's effect on your job (labor market statistics)

How Work Affects Your Personal Life

- Family time
- Leisure time
- General health, tension-fatigue vs. stimulation-fulfillment-increase in energy
- Transferrable skills you have
- Where else in the community is your field of work done

The Future in Your Field

- Degree of opportunity for men and women
- Opportunities for advancement
- Employment projections: effects of technology and new knowledge of your work
- Other careers that could be pursued with the same set of skills

Job Entry

- How you got started in this job
- Other jobs you have held
- How you acquired skills you use on the job every day
- Application process
 - The first step to apply for an opening (e.g., online, speaking with the manager, dropping off your resume, etc.)
 - Duration of time from the point of applying to formal offer
 - Credentials, degrees, certifications, etc., that could improve your chances of hire

Show participants examples of what your job requires you to read, write and compute. Participants will be interested in seeing the practical application of what they are learning in comparison to what different people do for a living.

References

Federal IT Job Shadow Tool Kit

https://cio.gov/wp-content/uploads/downloads/2012/09/ToolKit_Web.pdf

Education Planner

<http://www.educationplanner.org/counselors/job-shadowing.shtml>

Sophomore Job Shadow Handbook http://www.mdihs.u98.k12.me.us/0910/studentlinks/documents/jobshadow_handbook.pdf

Job Shadowing: Learning For Life <http://www.sdstate.edu/sdces/cd/upload/job-shadow-guide.pdf>

Marion High School Handbook <http://marianhighschool.net/Post/sections/49/Files/Job%20Shadow%20Packet%201314.pdf>

SHRM http://www.shrm.org/templatestools/samples/policies/pages/cms_005022.aspx

Job Shadow: How Business Can Help Attack the Dropout Crisis in America

https://www.juniorachievement.org/documents/20009/36541/2010_Job_Shadow_White_Paper.pdf/809a15f9-84be487c-8f73-078124b3a944

South Dakota Department of Labor and Regulation (DLR) provides equal employment opportunities (EEO). Auxiliary aids and services are available upon request to individuals with disabilities. State and federal laws require DLR to provide services to all qualified persons without regard to race, color, creed, religion, age, sex, ancestry, political affiliation or belief, national origin, or disability.

JOB SHADOW HOST FEEDBACK

Thank you for participating in and assisting with the job shadow program. Please help us evaluate the experience by responding to the following items. The information will be helpful in improving our program.

(Low= Strongly Disagree, Fair= Somewhat Agree, High= Strongly Agree)

Business name: _____

Participant arrived on time	Yes	No				
Participant stayed for the agreed time	Yes	No				
		Low		Fair		High
Participant's attire was appropriate		1	2	3	4	5
Participant displayed a professional manner		1	2	3	4	5
Participant was courteous and polite		1	2	3	4	5
Participant maintained focus during discussions		1	2	3	4	5
Participant asked appropriate & meaningful questions		1	2	3	4	5
Participant related well to host and others		1	2	3	4	5
Shadow was appropriate for interests/attitude/maturity level of participant		1	2	3	4	5

1. What benefit do you feel the participant gained from this experience?

2. What did you enjoy most about participating in this experience?

3. How could this experience be improved? Please feel free to make recommendations.

4. Would you be willing to participate in this program again?

Please return this form to the classroom instructor at your earliest convenience

APPENDIX A:

SAMPLE JOB SHADOW AGENDA

The following agenda is for your own use to assist in providing structure for the job shadow day. Please do not feel obligated to allot an activity for each time but do schedule your day for the most impact to create an honest yet positive portrayal.

8-8:30 a.m. _____

8:30-9 a.m. _____

9:-9:30 a.m. _____

9:30-10 a.m. _____

10-10:30 a.m. _____

10:30-11 a.m. _____

11-11:30 a.m. _____

11:30 a.m.-12 p.m. _____

12:00-12:30 p.m. _____

12:30-1 p.m. _____

1-1:30 p.m. _____

1:30-2 p.m. _____

2-2:30 p.m. _____

2:30-3 p.m. _____

3-3:30 p.m. _____

3:30-4 p.m. _____

4-4:30 p.m. _____

4:30-5 p.m. _____