

# JOB SHADOW

A job shadow is a career exploration experience for participants providing one-on-one time with an employee. The participant will observe daily activities and can ask questions about the job and the industry. The job shadow allows the individual to determine career compatibility and responsibilities.

When assisting a WIOA Title I Youth participant in preparing a job shadow, refer to Participant Job Shadow Handbook ([Resource 8](#)) and Business Job Shadow Handbook ([Resource 7](#)) for further guidance. Only activities designated as most beneficial to the participant need to be completed.

## YOUTH PRIORITY

Job shadows are one of the 14 required youth service elements made available to youth participants. Job shadows are arranged by DLR in conjunction with a business in the community. A job shadow agreement is established on an individual basis.

Twenty percent of a state's total youth allotment after subtracting the administrative costs must be spent on work experiences for in-school and out-of-school youth. This twenty percent may include staff time that is utilized to develop or manage a work experience as identified in the [Youth Priority](#) Policy 4.5. Job shadows are a type of a Work Experience.

If providing case management for a non-WIOA funded service (ex. Vocational Rehabilitation funded work experience), it is appropriate to enter this service into SDWORKS and charge time to the Youth Work Experience time codes.

### *Youth Stipend*

Title I Youth can earn \$15 per hour for up to eight hours per job shadow. Youth participants can shadow more than one business for no more than eight hours per business.

## PROCESS

Job Shadows should be driven by the participant and ultimately their personal employment goals.

### *Prior to Job Shadow*

1. Identify location for a job shadow. Locations are selected based on the desire to learn more about the particular industry or occupation
2. Instruct participant to complete appropriate BOA consent form:
  - Minor Release and Consent for Medical Treatment (Under 18) ([Form 15A](#))
  - Release and Consent for Medical Treatment (18 and over) ([Form 15B](#))

### *Set-up*

1. Make initial contact with employer to compile the following information:
  - Date
  - Time & length of shadow
  - Location
  - Contact at the business (may be more than one person)
  - Appropriate attire for business worksite
2. Update the Employment Plan with the above information and provide to the participant (Employment Plan needs to signed).

3. Employment Specialist and participant will work together to draft a list of questions for Job Shadow host. Refer to [Questions for Job Shadow or Information Interview](#) (WIOA Resource 5) for sample questions.

### **Suggested Experience Enhancements**

Job Shadows can serve as first impressions with employers for future employment opportunities. These activities can help ensure the participant is prepared to make good impression:

- Prepare a 15-second elevator speech about their interest in the occupation
- Draft a cover letter specific to the occupation
- Schedule a mock interview prior to the job shadow
- Discuss basic expectations and soft skills (attendance, appearance, attitude, ambition, accountability, acceptance, appreciation)

### **After Job Shadow**

1. Collect and process Job Shadow Timecards ([Form 16](#))
2. Review questions, reflections, and/or evaluations from participant or employer.
3. DLR staff will provide materials for thank you note to host.
4. Discuss job shadow experience with participant and next steps.

## **DOCUMENTATION**

Document all determinations related to the Job Shadow in the SDWORKS case notes. All original paperwork must be uploaded and maintained in SDWORKS. Prior to starting the Job Shadow, the following documentation must be completed:

- For participants 18 years of age and older, the BOA Release and Consent ([Form 15B](#)) is required. Upload to the Obligation Voucher.
- For participants under the age of 18, complete the BOA Minor Release and Consent ([Form 15A](#)). Upload to the Obligation Voucher.
- Enter a brief **justification note** in the comment box on the Obligation Voucher with date of the SDWORKS case note that includes the process the determine the selection of the Job Shadow.
- Job Shadow Timecards ([Form 16](#)) should be uploaded at the time of the Payment Voucher request.

The approving manager is responsible for ensuring all documentation is uploaded, correct, and legible before authorizing Obligation and Payment vouchers.

## **MODIFICATION**

If additional funds are needed on an open Obligation Voucher, contact the Administrative Services Division (Fiscal) to void the open voucher, then create a new Obligation Voucher. The required uploaded documents from the voided voucher will remain in the document section. Include the reasons for the additional dollars on the new Obligation Voucher in the comment box. Additional documents are not needed. Include a SDWORKS case note.