

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. 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. Have them observe and/or assist a person who is 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.