



JOB SHADOW

CEW Standard	13.1.11.A, B, C, D, E, F; 13.2.11.C; 13.3.11.G
Recommended length:	Full day or half day – dependent on the employer; must be at least three hours.
Recommended frequency:	Dependent on student demand and employer availability; each student, however, should have a minimum of three separate experiences
Targeted student age group:	9-12 graders
Logistics (Schools):	See pages 1-7 of PDE Work-Based Learning Toolkit that can be found at http://static.pdesas.org/content/documents/Toolkit_WorkBased_Learning_2017.pdf for details on how to implement a job shadow program
	Utilize Career Street to identify companies, and employees within them, to serve as hosts.
	Use Career Street to clarify details, including start and end time, location, available dates, provision for lunch, etc.
	Vet the employer; make sure the company is not within a private home and make sure there is more than one employee/adult there. Ensure the employer has required Clearances (see Employer section below.)
	Define and communicate to employer expectations for the experiences. Could include the following: <ul style="list-style-type: none"> • Company insurance coverage to allow for student presence • Company tour • Student provided a job description for host • Student observe daily activity • Student given hands on activity • Set aside time for student Q & A during the day
	Define how students should communicate with their hosts. (email or phone)
	Set a standard of business casual attire and have students confirm with their host if they should dress more/less formally.
	Create and distribute permission forms to inform parents of job shadow dates and transportation needs.
	Create and distribute student liability waiver.
	Survey students on the experience after completed.
	Plan for and collect student artifact.
	Survey employer on the experience after completed.
	Promote success of the job shadows, when possible.

JOB SHADOWING (cont'd)

Student Preparation/Follow-Up:	Take (or review) Career Interest Inventory
	Rank job shadowing preferences (identify 2-3 based on student interests)
	In advance of shadow day: <ul style="list-style-type: none"> • Reach out to employer to confirm details <ul style="list-style-type: none"> ○ Go over experience expectations • Research job shadow host company • Develop list of questions to ask • Think about career aspirations and be prepared to answer relevant questions
	Write thank you notes to hosts after the experience.
Employer Preparation/Remarks:	Review "Job Shadowing Guide" under "Resources for Employers" at this link for helpful guidance: https://www.education.pa.gov/K-12/PACareerStandards/Partners/Pages/default.aspx#tab-1
	Clearances: Employers participating in the program are required to obtain school volunteer background clearances. School volunteers are required to have a Pennsylvania State Police criminal history check, child abuse history certification, and if the mentor has resided in Pennsylvania for fewer than 10 years, a federal criminal history check. If the child interacts with other workers at the employer's job site, only the assigned employee is required to have clearances as long as that employee remains in the immediate vicinity of the student and is identified as the responsible adult. (Page 2, PDE Work-Based Learning Toolkit) <i>Talk with the school district contact to determine if the above policy is the district's policy, or if the district follows something more restrictive. If they do, follow district policy.</i>
	Show students what you do, where you do it, how you do it
	Provide orientation to the company and industry
	Show students day in the life of host employee
	Provide students with company tour; provide hands-on activity, if possible.
	Describe pathways to career(s): <ul style="list-style-type: none"> • Make connections between high school classes and extracurriculars to what's expected on the job • Explain amount and type of education/training beyond high school required • Mention resources available to support education, if applicable • Focus on entry level experiences and/or jobs that lead to careers; discuss career ladders within company • Provide relevant job description(s) • Provide application materials for students to see or utilize in the future