

## Job Shadowing Tips and Suggestions

- take the student on a tour of your company if possible
- introduce the student to your co-workers
- explain to them the equipment, machinery or tools you use
- explain to them the equipment, machinery or tools you use
- if possible, allow the student to help you do simple tasks
- tell the student about yourself; use brief stories about your work experience and how you got to where you are
- be as informal as possible, and involve the student in the discussion



**REACH OUT**  
Strengthening Communities

### Contact Us

**Inland Coalition**  
1126 W. Foothill Blvd., Suite 255  
Upland, CA 91786  
p 909.982.8641  
f 909.982.8642

[inlandcoalition.org](http://inlandcoalition.org)

### Follow Us

Twitter #InlandCoalition  
Facebook/InlandCoalition  
YouTube: Reachout  
Instagram @WeAreReachout



## Job Shadow Program

Schools, Businesses, Community





Spending time at a work site can help change a student's attitude about school and about their future. Job shadowing links schools and businesses by providing students with an opportunity to spend time in a real workplace. Students learn from professionals about the skills and necessary competencies.

### What is it?

Job Shadowing is an opportunity for students

- to participate in an out-of-school experience exploring the world of work
- to observe and understand the realities of a work environment for a chosen career
- to ask questions directly to a person performing a job the student is interested in

### How does it work?

The Job Shadow Program is the result of cooperative participation between schools, businesses and community. The shadowing experience can be done after school, on weekends, or during the school day. A typical job shadow is completed in one day or a morning/afternoon.

Job Shadowing is important as students can

- **relate** classroom lessons to on the job situations
- **determine** their own opinions of a work location or career for themselves
- **communicate** one-on-one communication with a person performing daily tasks in his/her profession

### Benefits

Job shadowing provides benefits for business hosts. Employers can promote the quality of their products and services to a . It can also be used as a recruiting tool, where workers can point out the advantages of their jobs, the strong commitment of their companies, and the satisfaction they derive from their work

When employers host students they are helping to ensure the quality of the future workforce and have a unique opportunity to instill in students a sense of what it takes to be successful.

Job Shadowing lets businesses

- **promote** the quality of their products and services to a student
- **help** to ensure the quality of the future workforce
- **involve** themselves with local organizations and giving back to the community

### How can businesses help?

You and your work location can help by being available for a job shadow for an interested student. During a job shadowing experience

- You are able to maintain your daily routine as the student is intending to observe a typical day
- the actual job shadow is completed in one day or a morning/afternoon

### Business expectations

For the short time that a student is shadowing, businesses **maintain their daily routine** while

- informing students about the company and how it utilizes their skills in the field
- allowing them to learn as they observe
- relating how one career complements other careers
- showing some enjoyable features of a career as well as the disadvantages





## Job Shadowing Site Intent to Participate

### Contact Information

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone(s): \_\_\_\_\_ (office) \_\_\_\_\_ (cell)  
E-mail: \_\_\_\_\_  
Website: \_\_\_\_\_

### Background Information

1. What type of health related services are provided by your organization?  
\_\_\_\_\_  
\_\_\_\_\_

2. What areas/departments would you be able to expose students to during a job shadow?  
\_\_\_\_\_  
\_\_\_\_\_

3. Would you be acting as the host? ☐ Yes ☐ No

If no, please provide the name(s) and title(s) of the individual(s) in your organization who would act as the host:  
\_\_\_\_\_  
\_\_\_\_\_

4. Have you and/or the host(s) listed above ever worked with high school students before?

☐ Yes ☐ No

5. Could your organization host more than one job shadow during a selected date?

☐ Yes ☐ No ☐ Unsure

6. Would your organization be willing to consider hosting more than one job shadowing experience during the year?

☐ Yes ☐ No ☐ Unsure

If yes, please indicate the number of job shadowing experiences you would be willing to consider per semester:

Fall: \_\_\_\_\_

Spring: \_\_\_\_\_

8. Please indicate any special instructions, requirements or additional information that we would need to know about your organization before assigning a student to a job shadow (i.e. current TB test, etc.).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Availability

Ideally, job shadows will last approximately 8 hours and be held either in the morning or in the afternoon. Which time period would most likely work best for your organization?

☐ Mornings ☐ Afternoons ☐ Either

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Who are health pathway students?

- ♦ High school students taking healthcare—related classes and trainings.
- ♦ Committed to program of study (a health pathway).
- ♦ Receiving ethics-infused curriculums.
- ♦ Participating in academics directly related to the healthcare industry.
- ♦ Able to develop team-based and problem-based learning strategies.
- ♦ Introduced to HIPPA & OSHA compliance.
- ♦ Typically covered under their school district's worker's comp and liability insurance plan.

### What does the student learn?

- ♦ Demonstrate career and college specific communication and critical thinking skills.
- ♦ Demonstrate responsible work ethics.
- ♦ Demonstrate career/employment literacy.
- ♦ Demonstrate effective use of technology.
- ♦ Perform skill necessary to obtain employment and/or advance in the occupation.

### **FOR MORE INFORMATION CONTACT:**

**Name:** Michael Sacoto, Coordinator, Inland Coalition

**Email:** Michael@we-reachout.org

**Office Phone:** 909-982-8641 x139

**Cell Phone:** 310-754-9844

**Website:** [www.inlandcoalition.org](http://www.inlandcoalition.org)



**REACH OUT**  
Strengthening Communities



Advancing positive participation in the health profession



## **Develop Your Future Workforce**

*Students need  
YOU TODAY because  
YOU will need  
them TOMORROW*

