**Job shadows** introduce academy students to the environment, expectations, and requirements of the workplace. Job shadowing allows students to observe what a “real job” is like and how the skills they learn in school can be put into action in the workplace.

A typical job shadow is four to six hours during which a student spends time one-on-one with an employee observing daily activities and asking questions about the job and industry.

**Recruiting Business Partners**

**WHY? Student Learning Outcomes of exploration experiences:**

* Explain basic knowledge and skills required for success in college and careers
* Connect individual skills and interests to variety of career options
* Connect the academy experience to the workplace experience
* Explain the options available and importance of post-secondary education

**HOW? Characteristics of exploration experiences:**

* Include interactions (in-person or virtual) with industry or community partners
* Expose students to the range of careers within an industry and the related skills and education requirements
* Provide relevancy to core academic and academy courses
* Connect to students’ interests and strengths and help them refine and discover new areas of interest
* Prepare students with the basic skills necessary for higher intensity work-based learning experiences such as internships

Providing a Job Shadow requires a limited yet important commitment of the host. There are several avenues you might want to pursue to find high quality and relevant job shadow experiences for your academy students.

First, start with your academy advisory board. Members of the advisory board are often well suited to host job shadows, and as important, they can help connect you with other professionals. Meet with your advisory board and give them the list of types of job shadow experiences you need. Ask them to brainstorm together and give you as many ideas as possible of potential hosts, as well as have them reach out to appropriate professionals for you.

**Tools Available for Download:**

* Job Shadow Planning Timeline
* Job Shadow Host Request Email
* Job Shadow Reservation Form
* Work-Based Learning Tracking Spreadsheet
* Job Shadow Student Consent Form
* Job Shadow Student Agreement
* Preparing Students for a Job Shadow
* Job Shadow Student Interest Form
* Job Shadow Host Confirmation Email - 1 Month Before
* Job Shadow Host Profile
* Job Shadow Host Orientation
* Job Shadow Host Orientation PowerPoint
* Job Shadow Host Checklist & Tips
* Job Shadow Company Research Activity
* Job Shadow Host Confirmation Email - 1 Day Before
* Job Shadow Student Interview Sheet
* Job Shadow Student Guidelines
* Job Shadow Student Thank You Note
* Work-Based Learning Student Evaluation
* Job Shadow Thank You Email – 1 Day After
* Work-Based Learning Business Partner Evaluation
* Job Shadow Student Reflection
* Job Shadow Summary Report

Check out Identify Potential Business Partners in NAF Advisory Board Tools. If you’ve exhausted the connections on your advisory board, consider these other sources:

* Professional and civic organizations in your community, Chamber of Commerce, Rotary Club, Industry associations
* Career counselors at your school
* Career counselors at local colleges
* Personal and professional contacts

 **Tips**

**Groundhog Job Shadow Day**

Consider connecting Job Shadow Day with Groundhog Day, February 2nd. Boston’s ProTech was the original “Groundhog Job Shadow Day” site and was very successful motivating business partners and city departments to provide job shadows to high school students. The mayor invited his cabinet members to host job shadows, and a friendly competition arose between the fire and police departments as to who could provide the most job shadows.

**Engage Your Chamber of Commerce**

Meet with your local chamber(s) and other associations to talk about job shadowing. Ask them to encourage their members to participate. Provide whatever materials they need (such as a one-pager or recruitment email) to make it easy for them to help.

**Multiple Shadows with One Host**

Up to three students can be paired with a host in worksites that can both physically accommodate several students, and where there is enough for up to three students to do to feel engaged and that each has had an interesting first-hand experience during the job shadow.



