

Job Shadow Host Guide

Thank you for participating as a host company for our student job shadow program. We are providing you with this Host Guide to give you insight on ways to make this experience beneficial for both you and your student guest. The purpose of a Job Shadow is to introduce a student to the work world in a career path of their interest. The student assigned to you has expressed interest in pursuing a career in your particular field and is visiting you to learn more about your profession.

Some Do's

- Do tell your student guest about your company and your industry. The student will want to know how your company operates, what you do on a daily basis, what problems you encounter and what you find rewarding about your job.
- Do tell them about yourself. Tell them about the training and skills it took to obtain your position. Tell them what you would do differently if you had the chance and how they can get into the industry or that type of position.
- Do encourage questions. High school students have lots of questions, but they may be intimidated by being in a business environment for the first time.
- Do allow the student to interact with others. Interacting with others on your staff will allow your guest student the widest latitude possible in learning whether your industry interests them enough to continue their studies in this area. It also allows you time away from being the constant host so you can address other job duties.
- Do develop a preliminary event agenda. This will give you a framework for scheduling time with various members of your staff.
- Interact with the student even if they are just observing you type on a keyboard or answering phone calls. If these functions comprise a portion of your day, discuss with the student what you are doing and why.

Job Shadow Contract

A Job Shadow involves students watching one or more employees as they do their work. The students do not work and do not receive wages but are mentored by the employer. Students are covered under the school district's workers compensation insurance unless the employer elects to provide coverage. Students are liable for transportation and will provide their own transportation to and from the worksite. The employer is responsible for providing desirable conditions at the worksite that meet the requirements of the law and which will not endanger the health, safety, or welfare of students.