

TALENT SHADOW OVERVIEW

Job shadowing offers an in-depth, hands-on, one-on-one experience for a student to be immersed in the work of your business and industry.

PLANNING: 2 MONTHS

Collaboration (phone calls, emails) to determine day-of schedule, topics to discuss, important questions, etc. will take two weeks but most schools require two months notice.

EVENT: 3+ HOURS

WELCOME/TOUR: 30 MINUTES

Welcome student to the office/retail location and give them a tour of the office/worksites/location.

While touring, ask questions about each other to “break the ice.”

Show a company video if you have one.

DETAILS & IMMERSIVE EXPERIENCE: 45 MINUTES

Share details about your role, show some examples of your work, and ask questions to connect it to the student's interests.

Find ways for the students to get hands-on if possible.

CONNECT WITH COLLEAGUES: 90 MINUTES

Conduct three 30-minute sessions on the different areas of the business, talking with colleagues about their work and how it impacts the overall goals of the organization.

CONCLUDE: 45 MINUTES

Prep students with some questions, wrap up, and conduct a feedback survey.

WHAT IS IT

Provide an in-depth, hands-on, one-on-one experience for a student to be immersed in your industry.

WHY IT'S WORTH IT

Show what a “day in the life” of a professional in your industry looks like and what sets your company apart as a desirable place to work.

WHY IT'S BENEFICIAL: BUSINESS

Teach potential future workers about your business and industry, allowing for more intimate learning where the student is the focus.

WHY IT'S BENEFICIAL: STUDENTS

Offer opportunity for learning through questions and 1:1 activity to build occupational knowledge and visualize a personal path toward a career

CONSIDER ADDING

- ★ Refreshments/Lunch
- ★ Branded company swag
- ★ Allow the student to join for a meeting - prepare them so they can understand what the meeting is about and look for a way to seek their input on the topic if possible.

TALENT SHADOW TIP SHEET

Working closely with one student is different than working with a group and should provide an immersive learning experience centered around addressing the curiosities of the student.

BEFORE THE JOB SHADOW

- ★ Provide the coordinator with website link(s) about your company, industry, and profession to help the student prepare.
- ★ Learn what the student is currently focused on in the classroom so you can correlate the shadow experience to their curriculum.
- ★ Because a talent shadow is an individual experience, ask the coordinator for tips on how best to interact with the student based on their learning style and personality.
- ★ Let the student know where to go when they arrive at your workplace and if they need identification to enter.



DURING THE JOB SHADOW

- ★ Give students instruction in workplace safety, if needed, and highlight potential hazards.
- ★ Be sure the student shadowing you is engaged in a range of activities throughout the day that highlight the skills needed to do your job.
 - ★ Be ready to adjust the level of difficulty of any shared tasks depending on the student's abilities
- ★ Discussion Ideas
 - ★ Ask about the student's interests and how they might tie into your work.
 - ★ Share the educational and career path, obstacles, and achievements.
 - ★ Discuss how communication and collaboration play a role in the workplace.
 - ★ Talk about their network and networking in general.
 - ★ Discuss what it means to be a continuous learner in a time of constantly-changing technology.
 - ★ Talk about how school subjects (such as math and language arts) and good habits (such as punctuality and consistent attendance) are important skills in the workplace.

AFTER THE JOB SHADOW

- ★ Provide feedback to the coordinator to improve future job shadows.
- ★ If you're willing to stay connected with the student, offer your email address or connect on LinkedIn.

GO DEEPER

- ★ Share a blurb about the job shadow with photos on your company website or social media.
- ★ Consider other ways you might use the job shadow to promote your company's visibility in the community.
- ★ Talk to the coordinator about other WBL opportunities, like internships and employment.