

iinviting



JOB SHADOWS MADE EASY!

Job shadows give students a firsthand look at the skills and knowledge required to succeed and build careers. Use this check list to easily prepare for the experience and turn a glimpse of your business into a rewarding opportunity for everyone involved.

Thanks for making a difference! Reach out to your regional Iowa Intermediary Network Coordinator for details on other ways you can get involved with students in our area and promote your business.

FIND YOUR REGIONAL COORDINATOR



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SCAN THE CODE!

It's easy to find your regional coordinator. Scan the code above or visit our website, iowain.org/connect. Enter your zip code and you'll have the contact information you need to reach out.

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JOB SHADOW CHECKLIST

BE PREPARED

Have a plan — hour by hour. A solid plan gives both you and the student a positive experience.

- Start with an overview. Give your student a sense of your mission and how your company and organization is structured and how your personnel interact.
- Share information on the skills and education needed for your industry.
- Demonstrate the "tools of the trade" -- This could be software, actual equipment or even "people skills" needed to perform key duties.
- Help your student identify the course they could take in high school to begin preparing for this kind of career. Help them make the connection between what they are learning in class now and how it can be used in a career they want to pursue.

★ **IInside Tip:** Asking students to email ahead of time with questions they have will help you prepare for topics of interest you can cover.

CONVERSATIONS, NOT A PRESENTATION

The job shadow experience will be more enjoyable for you and the student if you approach it as conversational rather than a formal presentation. Students can be hesitant and shy, so you may need to draw them out.

★ **IInside Tip:** A great way to do this is to ask them for their impressions throughout the job shadow experience or give them a situation and ask how they might handle it.

When possible, provide hands-on experiences. Let your job shadow student perform actual tasks for the job they are interested in or at least allow for time to observe or assist someone who is actually doing the job.

SHARE WITH COLLEAGUES

From a practical standpoint, sharing your student shadow with coworkers lets you share hosting responsibility, but more importantly, the student will get a broader, well-rounded look at your industry and all the types of job functions it includes.

★ **IInside Tip:** If relevant, during a break such as lunch, let students interact with staff and hear life stories of how they got to where they are today and what they enjoy most in their work.

PROVIDE A TAKE HOME PACKET

Take aways help keep the experience top of mind for a longer period of time. Put together an information packet for your student to take with them. Include materials like:

- Data about your company, the job they will explore and the broader field for industry.
- Literature on professional organizations associated with your industry.
- A list of relevant books or web sites.

★ **IInside Tip:** Be sure to include a business card or any other kind of promotional item you may already have -- this is an opportunity for you to self-promote your business as well as further awareness for your industry. It also provides contact information if students have follow-up questions or want to send a formal thank you.

FIND MORE OPPORTUNITIES

Connect with your regional coordinator for details on these additional services:

- career classroom speaker
- career immersion experience
- connection lab live & recorded events
- individual worksite job shadow
- interactive career event
- internship/MOC support
- mock interviews
- professional skill development activities
- virtual career event
- virtual job shadow/informational interview
- worksite exploratory event

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