



Teach For All
A Global Network



GoTeach

Job shadowing

Guide for job shadow hosts

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About Job shadowing

About this guide

Welcome to the exciting opportunity to host a job shadower at your workplace. Job shadowing is a great way to help young people gain insight into your job and industry, as well as to share your knowledge and experience. The purpose of this guide is to help you prepare for your job shadowing session, so you can provide a valuable learning experience for your shadowing guest. The young person observing the employee host will be referred to as “job shadower” in this guide. The employee who has agreed to be observed will be referred to as the “host”.

What is job shadowing?

Job shadowing is a process of following an experienced employee and observing their daily activities and duties. It is a way of learning by doing and a valuable experience that helps young people understand the ins and outs of a particular job or industry.

Young people can observe the daily routines of employees in various roles and increase their understanding of related careers.

Young people who job shadow are not expected to undertake a work task or to develop hard skills while at the enterprise.

Job shadowing as part of the GoTeach program at DPDHL is aimed at helping young adults who want to learn about doing a job that they don't have experience in. Observing and having a conversation with a host gives a much deeper insight into what a job involves than just reading job descriptions. By observing the host, young participants can get a real grasp of what the role entails, its tasks, and its requirements.

Through job shadowing, young participants can bridge the gap between theory and practice. They are there to investigate an occupation or career, clarify career ambitions and develop a better understanding of progression routes into relevant professions.

Objectives

At the end of the job shadowing experience the job shadower should be able to;

- Clarify whether this is a career path they want to pursue
- Develop awareness of the academic, technical, inter-personal and other employability skills that are usually required of employees
- Develop an understanding of the critical connections between school and work, particularly the relevance of their studies to the role of the host
- Explore and think about potential career paths
- Make informed choices about their future career
- Gain confidence in career decision-making

Location

The location where the job shadowing takes place is agreed upon between the job shadower (The employee who is observing the co-worker) and the host (The person who has agreed to be observed/shadowed). Ideally it should take place in the host's workplace.

Method

Face to face is the most preferred way for job shadowing. Students typically job shadow individually, but on occasion small groups of up to two or three students might visit a workplace.

Duration

A job shadow varies in length from a few hours to two workweeks. You may only want to spend one day, or you may want to shadow a few hours a week for several weeks or months. This should be agreed between the job shadower and the host.

Target Audience

The target audience for this module are young people from vulnerable communities who are transitioning from school to the world of work. The organization SOS children's villages or Teach for all will nominate the participants that would benefit from this activity. A DPDHL coordinator will link the participant with the host.

Gender equality

Job shadowing is an important tool in enabling an equal career development of young people and it provides young people with an understanding about jobs where their gender is under-represented. Gendered thinking about careers which are suitable for boys and girls to pursue reflect powerful societal norms and segregation of the labor market that may include workplaces that are actively hostile to workers from an under-represented gender.

Host should try to find role models who can represent gender equality; encourage students to shadow jobs which are not "gender-typical"

Activities

Activity suggestions

The activities for job shadowing will depend on the job role and industry. Some potential activities that may be interesting for job shadowing include:

- **Job-specific tasks:** Shadowing the employee while they perform their job-specific tasks, such as using specialized equipment or software, completing paperwork, or conducting meetings with clients.
- **Meetings and Presentations:** Attend meetings and presentations to observe how employees communicate with one another, discuss important matters and collaborate to achieve common goals.
- **Hands-on learning:** Participate in hands-on learning activities, such as workshops or training sessions, to learn more about the industry or particular skills needed for the job.
- **Job shadowing in different departments:** Spend time job shadowing in different departments to gain a better understanding of the company's overall operations and how each department contributes to the organization's success.
- **Networking:** Accompany the host to networking events to observe how they interact with industry professionals and make connections.

Remember that the goal of job shadowing is to learn as much as possible about the job and industry, so any activities that offer insight into these areas can be interesting for job shadowing. It is essential to align and determine with the job shadow which activities will be most beneficial and engaging.

Example agenda

Activity	Details	Who	Time
Welcome	Welcome the job shadower and introduce him/her to your coworkers		
Building tour	Guide your job shadower through the building or at least the department.		
Deep dive into a daily activity			
Lunch			
Join Team meeting			
Simple activity	If possible, let the job shadower perform a simple task.		
Evaluation	Evaluate the experience. Where the goals met? Was the experience as expected or quite different?		

Preparation

Before the session

- Before the start of the job shadowing, set goals and clarify what the shadower hopes to learn from their job shadowing experience. Which skills do they want to observe or practice?
- Encourage your shadow to research the host's role, industry and enterprise and define a learning objective for the job shadowing
- Give a short overview at the beginning of the day
- Ensure that the experience is authentic, insightful and productive for the young person
- Align with your local HR what are local rules and guidelines on job shadowing
- Invite your shadower and provide them with directions to the company
- Provide a temporary badge (if needed and allowed)
- Organize a place for the shadower to sit next to you
- Make sure you are in an area where colleagues won't be disturbed
- Review the agenda with your shadowing guest
- Prepare a brief overview of your job role and the company
- Plan your day and schedule
- Inform your colleagues that a job shadower will visit the department
- Complete [safeguarding eLearning](#) and sign the Code of Conduct (in case the participant is joining via SOS Children's Villages)

During the session

- Welcome your shadower and introduce yourself
- Explain what you do in your job role
- Share the educational and career path you took to your current position
- Talk about how school subjects (such as math and language skills) and good habits (such as punctuality and consistent attendance) are important skills in the workplace
- Ask questions about what the young person shadowing you is learning, and what his/her career ambitions are
- Give young person instructions in workplace safety, if needed
- Be sure the young person is engaged in a range of activities throughout the job shadowing.
- Try to choose activities that highlight the skills needed to do your job.
- Be ready to adjust the level of difficulty of any tasks depending on the students' abilities
- Show the shadower around the department and the workplace if possible
- Provide an opportunity for hands-on experience if possible
- Encourage questions and be open to discussion
- Share insights and advice

After the session

- Follow up with your shadower and offer additional resources or guidance if needed
- Ask for feedback, examples of feedback questions are:
 - What aspects of the job shadowing were interesting? Which are not? Why?
 - What did you like about the job shadowing? What would you change?
 - Would you consider a career in the company? Why or why not?

- What was the most memorable aspect of the job shadowing? Why?
- What did you learn about the company and its employees? Please explain.
- What knowledge and skills do you need to strengthen to be successful at a workplace? Please explain?
- Would you recommend other students have a job shadowing experience? Explain.

Tips

Plan your day: Before your job shadowing session, make an agenda. Consider the tasks you will be performing and the skills you will be using. Make a rough schedule for the day and share it with your shadower.

Introduce yourself: When your shadower arrives, introduce yourself and welcome them warmly. Provide a brief overview of your job role and the company.

Explain what you do: Take some time to explain what you do in your job role and how it fits into the company's overall mission. Be clear and concise and avoid using technical jargon.

Raise interest with the shadower: Keep in mind that the shadower may be a bit anxious. It may be their first workplace visit. Therefore, it is important that they feel at ease from the start.

Invite them to Lunch: Invite the shadower to have lunch with you and your co-workers.

Encourage questions: Encourage your shadower to ask questions. They may be curious about your daily tasks, the industry, or how to prepare for a job in your field.

Provide a networking opportunity: If possible, introduce the youth to someone at the manager level and give the youth a good general overview

Provide feedback: Offer feedback and advice as needed. Your shadower may be looking for guidance on how to pursue a similar career path, so your insights can be invaluable.

Dos and Don'ts

Dos for the Host:

- Do provide an overview of your job role and the company
- Do plan out the day and provide a rough schedule for the shadower
- Do stick to the timeframe planned for each activity during the day
- Do encourage questions and provide guidance and advice
- Do provide hands-on learning opportunities if possible
- Do follow up with the shadower after the session

Don'ts for the Host:

- Don't ignore the shadowing guest or fail to provide guidance
- Don't criticize or belittle the shadowing guest's questions or lack of knowledge
- Don't allow the shadowing guest to participate in any unsafe or hazardous activities
- Don't disclose confidential or sensitive information without permission
- Don't forget to have fun and enjoy the experience!

Conclusion

Job shadowing is an excellent way to share your knowledge and experience with someone who is interested in your job and industry. By following the suggestions and checklist in this guide, you can help provide a valuable job shadowing experience for your shadower. Remember to be welcoming, open, and encouraging, and have fun sharing your knowledge!