



Groundhog Job Shadow Day 2008

Connecting Classrooms & Careers

Tuesday, February 5, 2008



Understanding the Role of the Employer Participants

Role of the Workplace Coordinator

(Employee who oversees logistics of his/her workplace's involvement in Job Shadow Day)

- Acts as the link between all program partners
- Recruits and provides orientation to employees interested in serving as Workplace Hosts
- Works with one or more teachers or administrators at participating schools
- Provides access to appropriate work spaces, department and equipment
- Provides schools with general background information on the workplace and assistance with lunch and transportation arrangements, dress codes and safety issues
- Coordinates on-site evaluation exercises for all participants
- Seeks internal publicity at the workplace for Job Shadow Day
- Monitors quality of Job Shadow Day experiences through ongoing evaluation
- Collects Workplace Host and Teacher Evaluation Forms and shares them with interested parties
- Provides overall energy and enthusiasm to make it all work!

Role of the Workplace Host

(Employee who will be shadowed)

- Shows a desire to work with students and introduces them to the positive aspects of work
- Has ability to communicate openly and in a nonjudgmental fashion with students
- Wants to invest in a student's current and future career path
- Has ability to work with persons of different educational, economic, cultural, religious and ethnic backgrounds
- Is capable of linking learning and earning
- Is willing to spend approximately one hour reviewing materials and planning in preparation for the day
- Is willing to dedicate part of the workday to the student and remain fully available to that student during the visit
- Gives visiting student's explanations of workplace safety and security policies and procedures
- Helps students understand skills needed for the job
- Demonstrates and explains effective work methods
- Completes a Workplace Host Evaluation Form upon the conclusion of the visit