

Job Shadowing



Goals and Expectations

- o #1 - To offer young adults an opportunity to experience the work environment in order to gain a broader understanding of skills which are used in the business world.



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- o #2 - To offer a program that shows the importance of training to become successful in the workplace.



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- o #3 - To provide a means that will enable businesses to take an active part in supporting young adults with neurological disorders.




Goals and Expectations

- o #4 - To assist young adults in identifying specific standards and skills in the work environment that are necessary for them to become productive employees.




Goals and Expectations

- o #5 - To create interest in a particular career field.



***Young Adult's
Role in the Job
Shadowing
Experience***



YOU

**must take personal
responsibility for your
conduct and your safety
in the workplace.**



Just Ask – Your Initial Contact

- What business attire is considered appropriate?
Is there information that I should know before
- arriving? For example: where to park, which door to use, where to report, and when to report.
Are there any company policies I need to be
- aware of?



Placement

- In what areas will I complete my shadowing?
- Will I be working in one job area throughout the shadowing experience or will I rotate to a variety of areas?
- Who is my contact person in case of an emergency while on business premises? Can I have their number? Who should I notify in case of an absence?



Best Practices

- Wear appropriate dress.
- Be prepared to engage with employees when they ask about your interests, education plans and careers.
- Be open to opportunities to see first-hand the processes used in day-to-day operations.



Best Practices

- Listen and be observant to understand the decisions that are continuously made to have a positive impact on the business.
- Look at the broader picture of the organization, learning about different job functions and skills required.



Best Practices

- Be observant of team work and the problem-solving tasks used to help the business be successful.
- If possible, interview an employee about his/her job for career information.
- Observe different types of technology associated with the business. (email, machines, voice mail, computers)



Best Practices

- If offered, observe and participate in meetings to strengthen communication skills.
Respect the importance of confidentiality.
- Follow the rules and code of conduct of the
- business.



Questions to ask



Ask your contact

- What special equipment/tools, if any, do you use?
- Do you have a supervisor?
- Is there opportunity for advancement with your occupation?



More Questions to Ask

- Does your employer provide you with fringe benefits?
- If someone wanted to pursue an occupation similar to yours, what advice would you give him/her?
- How closely are you required to work with your co-workers?
- What is the future outlook in your occupation?



More Questions

- What personal qualities are needed to be successful in your career?
- How do you continue to learn in your job?
How is team work important in your job?
- What strategies do you use to solve problems in your work?
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Have a great
Job Shadowing
experience!