

EMPLOYER FACT SHEET

Job Shadowing

A fact sheet for employers

Job Shadowing is a Career Exploration activity in which a youth or young adult from an Intern & Earn Program is paired with an employee, observes the workday of that employee, interacts with clients or customers and attends meetings and other appointments with the person they are shadowing. Job Shadows are designed to help youth and young adults explore a field of interest while developing research skills and building occupational knowledge. A Job Shadow occurs over most of the workday, is conducted at the workplace and provides the opportunity for the youth/young adult to ask questions of the person being shadowed.

Program Level: Early in the program experience.

Employer/Youth or Young Adult Ratio: 1 to 1

Duration: Most of a single workday

Frequency: One time

Location: At the workplace

Costs: Staff time

Special Considerations: Comply with any organizational policies.

Why is Job Shadowing important for youth and young adults?

- Job Shadowing helps youth and young adults explore their interest in a career in your industry, and observe first-hand what it takes to work in your company.
- Job Shadowing can help a young person see the connection between what they learn in the program and the real world.
- Job Shadowing can help youth and young adults practice communication skills and learn how to relate to adults on a professional level.

- Provides a way to introduce and engage multiple employees with your commitment to youth and young adults and connect your company with the community.

What do I need to do next?

- Contact your program representative.
- Arrange for a presentation to your employees.
- Consider any impacts on company policy.

What are the benefits to my company?

- Exposes potential future workers to job opportunities and careers with your company.
- Exposes youth and young adults to the skill needs, educational requirements and career opportunities in your industry.
- Promotes an understanding of the role and contributions of your business.
- Introduces youth and young adults to your employees and co-workers.
- Helps your employees understand how to communicate with the next generation of workers.

Resources

- Distribute the *Host Tip Sheet: Job Shadowing* to interested employees.
- Review the *Professional Skills* fact sheet.
- Review *Employer Participation Options: Career Pathways and your Company* to learn more about how to get the most out of your partnership with New York City's Department of Youth and Community Development programs.