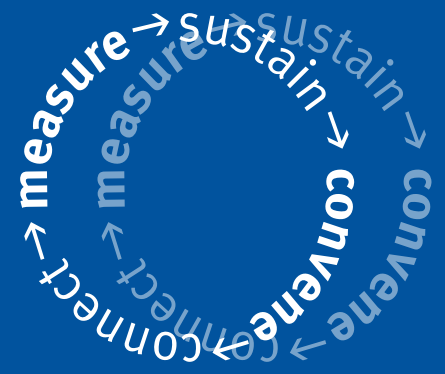


Job Shadow Day

2017 Host Guide

BOSTON PRIVATE INDUSTRY COUNCIL



Thank you for participating in Job Shadow Day.

By welcoming a student into your workplace and allowing them to observe you on the job, you are providing a firsthand look at the skills and knowledge required to succeed in your job and to build a career.

Job Shadow Day allows students to visit a worksite and “shadow” employees for several hours, observing and asking them about their work. This structured worksite experience provides students with a preview of the adult world of work and the range of career opportunities available to them. Job shadowing is integral to making the connection between school and work before students begin applying for summer internships and moving toward their future.

Boston public high school students have been working hard on job readiness preparation with their Boston PIC career specialists in advance of their job shadow experiences, when they will have the opportunity to apply these skills in a professional work setting.

This guide will help you plan for the job shadow host experience. It includes an overview of the role of the host and the level of student preparation prior to Job Shadow Day. Additionally, frequently asked questions, practical tips for interacting with teenagers in the workplace, and example schedules to structure the experience are enclosed.



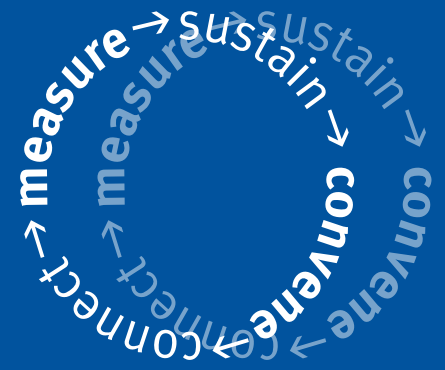
**Bring the future
to life for Boston
public high
school students**



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Benefits to employers

- Meet students who are interested in your occupation and the range of career opportunities within your industry
- Screen potential student applicants for summer internship opportunities

Benefits to students

- Identify possible summer internship opportunities
- Explore career interests and the required skills for certain jobs
- Practice appropriate workplace behaviors, including arriving on time and dressing professionally
- Engage in networking activities and begin to build a professional network

Role of the employer

- Identify a lead staff member to coordinate Job Shadow Day logistics and communicate details of the job shadow to the Boston PIC, including timing and expected dress code
- Educate employees about Job Shadow Day, recruit shadow hosts, and disseminate relevant information to the hosts
- Host should plan the student's activities for the morning
- Confirm a back-up host in the event of an emergency or last-minute schedule conflict

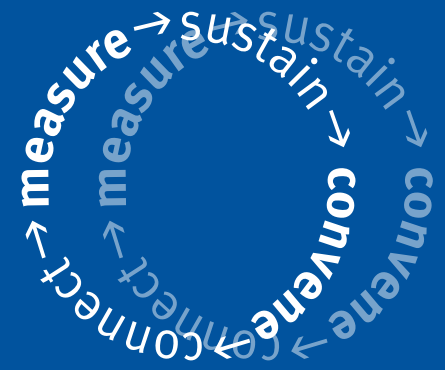
Student preparation

- Attend a PIC orientation session at his/her school outlining the purpose and expectations of the job shadow experience
- Research background information on the host employer and the industry
- Prepare resume for his/her host to review
- Identify transportation to and from the host worksite

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Frequently asked questions

What should I talk about with my student on Job Shadow Day?

- Talk about how the work of your company affects the community. What products or services does it provide?
- Explain how various departments within your company work together, and how each job contributes to the overall operations of the company.
- Provide a description of your job within the company, and discuss aspects of your job that you like or dislike.
- Discuss how you got where you are today, including your education and training, how you became interested in your industry, other jobs that led to this one, and obstacles that you encountered and overcame.
- If relevant, talk about your personal educational experience, including what school(s) you attended, what you studied, what you liked and disliked, what activities and clubs you participated in, and how you paid for education and training (work, scholarships, etc.).
- Discuss how you've continued to grow and learn as an adult.
- Talk about your future plans and the next steps in your career.

What are some activities that I could assign to my student on Job Shadow Day?

- Take your student on a tour of the workplace.
- Introduce your student to other members of your team.
- Allow your student to listen in on a sales call or information requests.
- Include your student in a meeting.
- Show your student some of the databases, software, or other technologies that your company utilizes.
- Encourage your student to assist a customer.
- Have your student research a particular topic that is relevant to your work.

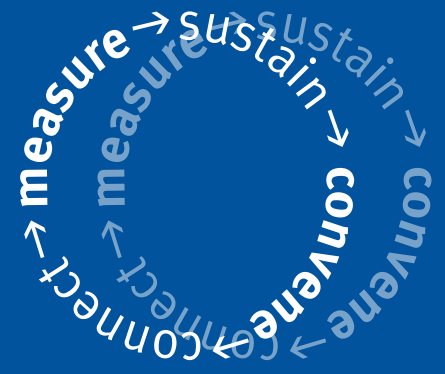
What are some tips for interacting with a teenager in the workplace?

- Try to make the student feel comfortable in a new and unfamiliar environment. Give him/her an outline of how the morning will proceed. Tell the student where the restrooms are located.
- Encourage your student to ask questions, and answer his/her questions as best you can. If a question makes you uncomfortable or is inappropriate, explain that you prefer not to answer. If you do not know the answer, suggest ways the student might find the answer himself or herself.
- Teenagers sometimes use shyness or false bravado as a defense mechanism to mask intimidation; don't take it personally.
- Be yourself. Try to give the student the most authentic experience of what it's really like to work at your organization.
- Most importantly, have fun! The event is designed to be a fulfilling experience for you, too.

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Sample Job Shadow Day schedule

Time	Activity
9:00 AM	Students arrive/meet and greet
9:15 AM	Tour of the building
9:45 AM	Tour of the specific department / introduce the team
10:00 AM	Work activity
11:00 AM	One-on-one interview session
11:30 AM	Interview another employee
12:00 PM	Lunch and farewell

Contact information

If you need assistance or have questions, feel free to contact Valter Gomes at valter.gomes@bostonpic.org or (617) 488-1336.

If you would like to tweet about the event, the hashtag #PICturePossible will be in use for students, hosts, and employers to share their experiences on Twitter.