

- Find ways that might allow your shadow to help out in real work situations. Doing is so much better than observing.
- Discuss how you decided on your career path and how you ended up in the position you hold today.
- Arrange to have your shadow sit in on a meeting and ask for his/her feedback afterwards.
- Leave time throughout the day and or towards the end of your job shadowing session to make sure your shadow has gotten answers to all his/her questions on the forms contained in our **Job Shadowing Program Guide:**
 - Occupational Interview
 - Volunteer Information Form
 - Employer Feedback Form

What about insurance?

Students in school, while participating in the Job Shadowing Program, are covered by Workers' Compensation while at the workplace. They are also covered by a school board insurance policy on the way to the workplace and on their return to school or home.

Will this take a lot of my time?

No. It will take some additional time to make sure your shadow has a good session at your workplace. However, based upon the feedback to date, this has been a most positive and worthwhile experience for both employers and their job shadowing participants.

Please consider the valuable contribution that you could make with your involvement.

Help our youth...

Thanks to Our Community Partners

This collaborative effort to help young people to make effective career decisions is only possible because of dedicated and committed individuals in our schools, businesses, labour and community organizations.

On behalf of the youth we serve, our sincere thanks.



“It takes an entire village to raise a child”

Interested in becoming involved?

If you would like to find out more about our Job Shadowing Program or to get involved in helping our youth make effective career decisions, please contact the Community Career Centre and/or one of our community partners.

John Hennebury, Facilitator
 Community Career Centre
 110 Circular Road
 St. John's, NL, Canada A1C 2Z5
 Phone: 709-753-4086 Fax: 709-753-2117
 Email: jhennebury@cdli.ca

Web Site: www.communitycc.ca

Help our community...



www.communitycc.ca

Job Shadowing Program

**Information for Employers,
 Labour, Community Groups
 and Associations**

Help us...

Help our youth...

Help our community...

If you are reading this information flyer we hope it means that you personally, and/or your organization, are considering supporting our Job Shadowing Program and the work of our Community Career Centre.

The Community Career Centre is a collaborative effort by schools, businesses, labour, community groups and organizations in our province to support the career development needs of youth.

The Community Career Centre has no physical location. It exists as a virtual reality on the internet at: www.communitycc.ca. Our strength is reflected in the collaborative efforts of our community partners.

Our common goal is to work together to maximize our community's resources in helping our young people make effective career decisions and successful transitions to educational and employment opportunities.

What is a Job Shadowing Program?

A Job Shadowing Program provides participants with an opportunity to spend a full day observing different roles and responsibilities in the workplace.

Our Program, through the support of dedicated individuals, businesses, labour and community organizations, gives participants a chance to dialogue with working people in occupational areas that are of personal interest to them.

This on-the-job experience provides valuable insights for our participants and helps them formulate their career interests in developing their plans for the future.

Help us...

Why become involved?

Like most people, you are aware that our youth need support in making good career decisions and successful transitions to educational and employment opportunities.

We, as individuals and as organizations, have a responsibility to work together for the benefit of our youth. They need our help. How well we are able to support our youth, both in our schools and in our community, will significantly impact not only their personal growth but the growth and prosperity of our entire community.

You and your organization's involvement in our Job Shadowing Program will provide a number of valuable opportunities to:

- ✓ encourage and support our youth in making more effective educational and career decisions
- ✓ communicate to young people the importance of developing, both in school and in the workplace, a work ethic based on personal excellence and its link to productivity and growth
- ✓ continue to help our youth make more effective transitions to educational and employment opportunities
- ✓ increase awareness of present and predicted skill shortages and occupations that are and/or will be in demand
- ✓ provide youth with a "real life" connection to occupational areas of personal interest and possibly identify potential future employees
- ✓ enhance the relevancy of educational/ training curriculum by making connections with the realities of the workplace

Help our youth...

- ✓ develop personal pride and staff morale as a result of contributing to helping young people, our leaders of tomorrow, formulate their future career plans
- ✓ demonstrate your organization's commitment to our community and your willingness to take a leadership role in helping our youth.

Things I could do as a job shadowing host?

The most important thing you could do is to show a real interest in the young person you agreed to take for a day, "your shadow".

Ask yourself, if this young person was your own son or daughter, what kinds of things would he or she benefit from during the job shadowing session?

Some of the following are suggestions for you to consider. Your personal work situation, along with your own creativity, will most likely result in additional things you could do to provide a valuable learning experience:

- Make arrangements for him/her to observe you and your co-workers performing a variety of job duties in your occupational area.
- Provide a tour of your workplace area so he/she is familiar with the layout of the premises and gets a sense of how the different departments/sections contribute to the overall success of the company/organization.
- Discuss current issues in your work place: the importance of workplace health and safety, job vacancies, hiring procedures, promotions, downsizing, contracting out, role of unions, technology, work ethic ...
- Set up a work schedule for your shadow that would assign him/her to different personnel and work areas throughout the day.

Help our community...