

Job Shadowing Tips *for Hosts*

Thank you for taking the time to host Beloit College students at your organization. The experience that you are providing is a necessary component of our students' educations, because they get to witness firsthand how liberal arts graduates navigate a workplace and practice their liberal arts education.

In order to make this experience successful for you and your students, we have collected information for you about crafting the job shadowing opportunity.



Coordinate with your supervisor and/or Human Resources department to clear students' involvement at your workplace. Be sure to discuss:

- Involvement of other staff in the shadowing experience
- Confidentiality issues which must be observed, such as the level of students' access to client/stakeholder information and proprietary information
- Union involvement in designing or delivering the shadowing experience (if applicable)

Connect with the students before they arrive in order to get to know them a bit. Some things which are useful to discuss are:

- Students' areas of study and extracurricular involvement
- Their learning goals for the experience
- Background information about your organization (or better yet require students to research the organization on their own!)
- The "unwritten" rules of your workplace: dress standards, communication standards, mission and values, etc.

Structure the shadowing experience to include both learning and working. Consider providing students with a/an:

- Tour of the organization and introduction to colleagues
- Overview of main issues in your organization
- Overview of your typical day
- Overview of your background. How did you get to where you are? What do you plan on doing next?
- Examples of work in action, either to engage in directly (when appropriate) or to observe. Please feel free to fit in work as you need to. Students will be prepared to be helpful, even if that includes patiently waiting to the side while you engage in solitary work.
- Break time, especially for lunches.
- Review at the end of the day. What did they learn? What questions do they still have? What will they do now to build on this experience?

Personalize it. Keep in mind that these are only *suggested* guidelines. Each job shadowing experience is unique and should be tailored to your organization and the connection that you create with the student. Please plan a day that works for you and your organization and use us as a resource as you are developing this invaluable professional exploration experience for your fellow Beloiters. **Thank you for your contribution!**