



TOOLS

Workplace Partner Checklist for Job Shadow

Use this checklist as a quick reference to ensure you have completed all the steps defined in this guide.

Before the Job Shadow

- Register on Connect 2 Business to promote all work-based learning opportunities at your workplace. <https://okcg-c2b.kuder.com/>
- Prepare for the student to visit.
- Establish the schedule with the teacher.
- Allow students to shadow for a predetermined period of time.
- Provide students with information about the day including options for lunch.
- Provide any specific safety they need to be aware of or personal protective equipment they need to wear.

During the Job Shadow

- Provide students an opportunity to see all aspects of your industry.
- Highlight employability and academic skills used on the job and help connect those skills to student learning at school.
- Adhere to all applicable child labor laws.
- Arrange for hands-on experiences if applicable.

After the Job Shadow

- Allow a time for the student to debrief and ask questions and talk about experience.
- Accommodate special needs.
- Complete a **Job Shadow Program Evaluation**.