



TOOLS

Job Shadow Day Schedule – *SAMPLE*

This sample schedule can provide you with ideas of how to structure a job shadow day where several students shadow several employees within a larger organization.

9:00 – 9:10 a.m.

Orientation Session

Students arrive and are settled in a comfortable meeting place. Introduce senior leadership personnel to discuss the following:

- Mission of workplace, or what they do.
- Purpose of workplace, or why they do it.
- Personal note, or why my job is important to me.
- Reason they're involved in job shadowing.
- Why I'm glad you've joined us today.

9:10 – 9:30 a.m.

Workplace Coordinator Introduction

- Conduct workplace tour
- Pass out organizational chart (simplified, if necessary) to students
- Engage in brief discussion of different departmental functions

9:30 – 9:45 a.m.

Match students with hosts

9:50 – 10:00 a.m.

Go to work area and give overview of typical day.

10:00 – 10:20 a.m.

Tour work area or department; make introductions to peers.

10:20 – 10:30 a.m.

Break

10:30 – 11:30 a.m.

Hands-on work (appropriate as determined by you) and observation.

11:30 – 12:15 p.m.

Lunch/break

12:15 – 1:00 p.m.

Interviews

1:00 – 1:30 p.m.

Reflections, questions and answers.

1:30 p.m.

Departure.