



## SAMPLE JOB SHADOW DAY SCHEDULE

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

#### **Orientation Session**

Students arrive and are settled in a comfortable meeting place.

Introduction of senior leadership personnel to discuss:

- 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

#### **Workplace Coordinator Introduction**

- Conducts workplace tour
- Passes out organizational chart (simplified, if necessary) to students
- Engages in brief discussion of different departmental functions

### 9:30–9:45

Match students with hosts.

### 9:50–10:00

Go to work area and give overview of typical day.

### 10:00–10:20

Tour of work area or department; introduction to peers.

### 10:20–10:30

Break

### 10:30–11:30

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

### 11:30–12:15

Lunch/break

### 12:15–1:00

Interviews

### 1:00–1:30

Reflections, questions and answers.

### 1:30

Departure