

ST. MARK'S SCHOOL



Tips for Job Shadow Hosts

Here are some ideas to help make your day as a job shadow host a success:

Keys for Job Shadows Hosts:

- Keep in mind that your audience is 16-17 year old high school students. For many of them, this is their first introduction to the professional world beyond the classroom.
- **Students love the opportunity to be actively engaged in your work. If you can, provide opportunities for them to work on brainstorming activities, case studies, or something hands-on related to your business.**
- Our students have prepared for this visit. Feel free to ask them what they know about your company and what they would like to know.
- Emphasize the positive in your conversations but always be honest and straightforward – most of all – be yourself!
- Have fun!

Ideas for structuring you day:

1. Start the day with an orientation and introductions. Tell students a little about yourself and ask them some questions as well. Talk about:
 - Briefly introduce yourself (schools, internships, first jobs, etc.).
 - Describe your “typical” day and be prepared to field questions regarding salaries, promotions, schooling, etc.
 - Talk about your career path and why you chose to pursue it.
 - Our students have prepared for their visit. Feel free to ask questions or find out at least one thing each student would like to learn or see during the visit.
 - If possible, introduce your guests to co-workers and management.

Anything you can do to “break the ice” and make the student feel welcome and at ease with you and your colleagues – this way students are more likely to ask questions.

2. Give a tour:

- Give the students a tour of your office or business and explain the roles of each person to which they are introduced.
- Try to interact with your co-workers on all levels to give the students a good overview of how your organization runs and the culture.
- Give an overview of what your organization does and how it affects the local community.

3. Suggested activities to engage students in activities related to your daily work:

- Give the students a case study or do a brainstorming session related to a current issue your organization is dealing with.
- Allow the students to do some limited, hands-on tasks (under supervision) and try to invoke conversation that will let the student participate.
- Attend a meeting.
- Have students listening in on a sales/client call or information request.
- Have students research a particular topic that is relevant to your work.
- Show off your computer programs and let the students drive.
- Help student visitors learn as they observe. Don't assume that they know. Use language that the student can understand and try to avoid technical jargon.
- Stress the importance of promptness, attendance, appropriate personal appearance and attire and positive work ethic.
- Take the students to lunch – invite a co-worker to lunch along with the students.

4. Some other ways to help you relate to students

- Briefly introduce yourself (schools, internships, first jobs, etc.).
- Share obstacles you encountered and overcame, interesting turns and life situations you've encountered.
- Explain how your work relates to classes they might be taking in school such as math, business, technology courses, etc.
- Share any helpful advice that you wish you learned or things you had done in school to be more prepared for your career.
- Share examples of your daily routine that incorporates skills they are learning such as communication, critical thinking, problem solving, teamwork, writing, etc.
- Explain the important aspects of your work and how they relate to other jobs within the organization.
- Talk about your career path and why you chose to pursue it or how you ended up where you are.

- Explain what you like best/least about your job and/or career field.
- What are your next steps and/or goals for your own career?

Keep in mind these are only suggested guidelines. Each job shadow experience is unique. Plan for a day that works for you and your organization.

Thank you so much for being part of St. Mark's School Career Day!