

Job Shadowing and the North Carolina Graduation Project

The North Carolina Graduation Project requires high school students to demonstrate what they know and are able to do as a result of their cumulative education. Job Shadowing can be a first step for students to discover interests, make connections and develop ideas for this Project. Students need business partners to inspire them as they prepare to become tomorrow's employees.

PURPOSES/BENEFITS

Businesses:

- Promote career awareness and opportunities to engage students who may be potential employees
- Enhance communication and goodwill between business and community
- Connect educators and students with business people in work environments
- Recognize employees and companies through press releases, internal memos
- Demonstrate value of community service by senior management
- Create relationships among employees who may not have previously met
- Provide leadership, writing, and organizational opportunities for employees outside routine job descriptions
- Gather positive feedback from parents, educators, students
- Form mentoring relationships outside workplace
- Reignite passion for public service

Educators:

- Promote career awareness and opportunities
- Connect teachers, counselors and administrators with business people in work environments
- Internalize the knowledge and skills that 21st century workplaces demand
- Extend connection of academics to real world of work

Students:

- Promote career awareness and opportunities
- Connect with business people in work environments
- Internalize the knowledge and skills that 21st century workplaces demand
- Extend connection of academics to real world of work
- Generate interest/connections that could lead to a Graduation Project
- Learn about available financial aid

ACTION PLAN FOR JOB SHADOWING

Step 1: Business sets agenda for day

- Obtain senior management endorsement and designate point person to set logistics, determine budget, and assemble material for participants
- Determine possible dates and size of group business can accommodate
- Develop communication plan
- Recruit volunteers
- Develop agenda:
 1. CEO, President/Senior Executives welcome and address group emphasizing academic expectations, giving overview of business product/purpose
 2. Business leader sets expectations of the workplace, giving “Words of Wisdom” related to education, language, dress, personal responsibility, and the knowledge and skills necessary in work environment
 3. One-to-one job shadowing timeframe (2 to 4 hours) should be gender matched. Students and educators should experience a true day in the life of the workplace
 4. Lunch—with presentation by appropriate business leader, again emphasizing need for education and connections between academics and future success. Time for Q&A, college information (including any scholarship information available)
 5. Tour of office, facility

Step 2: Contact high school administrator or guidance counselor with job shadowing offer

- School selects students and educators for participation (wide range of both groups preferred)
- Business and school determine date for event
- School provides transportation and obtains necessary release forms
- Business communicates expectations for dress, behavior to high school contact

Step 3: Work with school on message

- Possible questions presented to students by business
- Suggest possible student follow-up activities which could include thank-you letters to employee, summaries of the kind of work/career observed, working conditions, employment outlook, salary/wages, related occupations, high school/postsecondary courses that would help prepare you for this career/business, degree, certification, license requirements

Step 4: Develop business message

- Take education seriously to become a potential employee
- Connect academic coursework to position
- Be prepared to become a life-long learner
- Emphasize postsecondary education

NCBCE has partnered with Futures4Kids when it is not possible for a member company to physically host students and/or educators in the work environment. Futures4Kids allows students to explore careers that match their interests and talents in an on-line environment. For more information on being a part of this option, please go to the website (www.f4k.org).

For more information on Job Shadowing and the North Carolina Graduation Project contact:

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