

## Job Shadow Host Information and Guidelines

Congrats! A Team Member selected your department to shadow. Thank you for offering your time. This is the next step in helping one of your Goodwill colleagues grow professionally. We want them to come away with a better understanding of what they're passionate about and what they need to succeed in their career journey. We hope you have a great time getting to know them better!

### Benefits of Hosting:

- Hosting provides you with a potential pipeline for department openings
- This is an opportunity to stretch your leadership skills
- This is an excellent opportunity to build relationships within our internal network

### How can you create a memorable experience?



- **Prioritize the team member's experience.** This should be an actual shadowing experience of what transpires in your specific role/department. Allow the team member to observe your daily activities, take them to meetings, and introduce them to other departments or team members you collaborate with on a frequent basis.
- **Provide the participant with a tour of the workplace/department areas.** The participant should be introduced to the leadership team (VP or Director) if time permits to allow time for a ten to fifteen-minute meet & greet.

### Your Check-List



- Prepare ahead of time; the participant has limited time with you, be intentional
- Create an agenda so the participant knows what to expect
- Show/print a department org chart
- Ask the participant what they want to gain from this experience
- Consider and observe the participant's transferable skills
- Talk about the software, equipment or tools you use
- Describe your typical day

### Additional Notes:

The team member is expected to shadow within their scheduled hours, which are charged to their current department. The team member will follow normal timekeeping procedures during their shadowing experience. *The shadowing hours will range based on the participant's position and the distance needed for travel.*

**You will receive a survey after the experience is completed; we want your feedback, too.**

## Job Shadow Participant Information and Best Practices

Goodwill of Central and Northern Arizona is thrilled to be a part of what we hope will be an impactful experience for you. The Job Shadow Program is an excellent opportunity to gain experience and valuable insight into how skills and passion come together to create a successful career. *Your activities may include taking a tour, observing, and assisting with assignments.*

### Job Shadow Best Practices:



We have outlined some best practices for your job shadow day to help you understand the expectations and ensure you have the best experience possible.

- Develop a list of specific, thoughtful questions to ask the person you'll be shadowing, whether about the organization's future and/or growth, its operations, or their career path.
- Consider your career aspirations and be prepared to answer questions about your interests and goals.
- Make a positive first impression by introducing yourself. Remember to make eye contact. Show enthusiasm and appreciation for the opportunity.
- Say thank you. After completing your experience, we encourage you to send a thank-you email within 24 hours of your job shadow to make a lasting impact.

### To get you started, we gathered sample questions you can ask during your job shadow.

- What training/education have you received, and how did you learn from those experiences?
- What skill is most important in your job?
- Can you describe a typical day at work?
- What would you have done differently to prepare yourself for this job?
- What most excites you about your job?
- What's the biggest challenge you've faced at work?
- What are the advancement/growth opportunities?
- Would you choose this career again if you could do it all over?
- What are the three personality traits of the top performers in this job?
- What advice would you give someone looking to enter this career?

Shortly after you've completed your shadowing, you'll receive an email with a survey. We want to hear about your experience!

