

JOB SHADOW PROGRAM OVERVIEW

The Job Shadow Program allows team members to explore and learn more about other jobs and careers within Goodwill. It allows team members to spend a few hours or a day with a professional working in their area of career interest. This provides the team member with the opportunity to experience what the job is like and to ask questions, too!

Job Shadow Participants will be able to:

- Gain awareness of the required skills for specific roles
- Improve their networking skills and apply their communication style across departments
- Develop a deeper knowledge and understanding of other roles and functions within the organization

Three Steps to Getting

1. To get started with a job shadow, submit the Job Shadow Application located in the [Team Member Experience Portal](#)
2. The form is routed to Team Member Experience to confirm eligibility. *Eligibility Requirements:* Must be employed **90 days** and in good standing
3. Once eligibility is confirmed, Team Member Experience team will coordinate a date/time for the job shadow.

Note, securing a shadow date may take up to 30 days from the time of application. Once the participant completes their shadow experience, a survey will be sent to the shadow participant and the hosting department. The participant will then receive a certificate of completion.

Program offer dates:

Job Shadow opportunities are offered throughout the year, with possible restrictions during high-volume periods. The Shadowing duration varies by role and may take up to 4 hours.

Hosting Departments:

Business Areas: Asset Protection, Finance, Human Resources, IT, Learning & Development, Marketing, Mission, Recruiting, Retail, and the ROC