



Suggestions for a Successful Job Shadow *Employer*

Procedures:

If the student does not show up at the scheduled time or calls to cancel their job shadow, please call us at Bridges Workplace Connection at 218-822-7117 to let us know.

In the event of school closure due to bad weather, students are instructed not to attend the scheduled job shadow. If school is delayed for a weather-related reason, students will base their decision on safety.

Tips:

- Provide a tour of your worksite.
- Allow student(s) to observe and participate in workplace activities where possible.
- Discuss the skills necessary in your career and how to develop each successfully.
- Discuss how “social skills” (writing, reading, math and science) are used daily.
- Discuss the education and training required to get started and to continue to develop professionally in your career.
- Discuss what qualities you desire in a potential employee.
- Stress the importance of employability skills such as attire, attendance, punctuality, and workplace etiquette.