

Prepare to be a Workplace Host

In order for the student to understand your job and the work place skills you use to perform your job, it is important that you think about your job and how a person can obtain this type of position. You will have to communicate many of these concepts to your student. Here are some questions to help you organize your thoughts.

What is your job title?

What are your responsibilities?

How do you help this workplace meet its goals?

What is a typical day like for you?

What do you like the most about your job? Why?

What do you like the least about your job? Why?

Why did you select this type of work?

How much education do you need for this job?

Did you need more job training after you completed your education?

How do you use reading on the job?

How do you use writing skills on the job?

Is math important to your job?

Why is it important to have good listening skills?

When do you need to use good speaking skills?

Do you work on a team on your job?

What kind of problems do you solve on your job?

What skills do you need to solve those problems?

What did you learn in school that helps you most on the job?

What do you wish you had studied more of when you were in school?

Things to Remember:

- Teenagers sometimes use shyness or false bravado as a defense mechanism; do not take it personally.
- Try to make the student feel comfortable in a new and unfamiliar environment. Give them an outline of how the morning will look. Tell the student where the restrooms are located. Schedule a break for your student.
- Use the student's name frequently and make sure that that he or she knows yours. Give the student your business card.
- Answer the student's questions as best you can. If a question makes you uncomfortable or is inappropriate, explain that you prefer not to answer. If it regards confidential matters, explain your company's policy on such information. If you do not know the answer to something, suggest ways the student might find the answer himself or herself.
- Be patient. For many students, Job Shadow Day is the first time they leave the comfort zone of school for a day. Being in a new setting around unfamiliar adults may make them shy or more nervous than they would ordinarily be. Encourage the student to ask questions.
- Most importantly, have fun! The event is designed to be a fulfilling experience for you, as well as the students.

When the Student Arrives:

- Review all relevant health and safety issues, and provide all necessary safety gear.
- Give the student a brief tour of the workplace and introduce him/her to other employees. Explain how various departments work together and how each job contributes to the overall operations of the company.
- Talk about how the work of your company affects the community. What products or services does it provide customers?
- Help the student understand all aspects of your job by going through your daily routine and answering questions. Explain the skills, responsibilities, education and training required for your job.
- Engage the student in hands-on activities related to your daily work, such as:
 - Listening in on a sales call or information request.
 - Attending a meeting.
 - "Following" a piece of paperwork through your department.
 - Assisting a customer.
 - Researching a particular topic that is relevant to your work.