Overview

Job shadowing is an exciting activity that immerses youth into the world of work where they often times receive their first impression on job skills and careers. It acts as an invaluable motivator for youth to continue with their high school education and focus on their future.

The goals of the RAMP Job Shadow Day are to:
- Introduce youth to the working world by connecting education to careers
- Expose youth to a wide variety of career options
- Introduce youth to caring adult professionals
- Encourage youth to develop confidence and self-esteem in their abilities

Commitment

A job shadowing experience is a ONE time commitment for THREE hours with the option to take your youth to lunch either before or after your session. Lunch may be reimbursed up to $15/person.

Sample Agenda

9:00 am  
Youth Arrival and Welcome Discussion

9:30 am - 10:00 am  
Tour of your facility

10:00 am - 11:30 pm  
Discuss job roles, responsibilities and workplace skills. Students observe and/or participate in meetings or other activities

11:30 am -12:00 pm  
Wrap Up Discuss

12:00 pm – 1:00 pm  
Lunch (optional, must be on site)
Questions to ask yourself before your Youth Arrives

Many of our youth are hesitant to ask questions. Thus, as a volunteer Host, it is important that you think about what our youth would most benefit from learning at your site. Please incorporate as many of the following answers below during your Job Shadow Day as possible.

- What education did you receive/need for your job?
- What is a typical day like for you?
- What do you like most about your job? Why?
- What do you like least? Why?
- Why did you select this type of work?
- How do you use reading skills on the job?
- How do you use writing skills on the job?
- Do you use math skills?
- Do you work as a team on your job?
- What kind of problems do you solve?
- Do you need to be a good listener?
- What do you wish you had known as a high school youth before graduating?

You Suddenly Have a Shadow!

Be sure to greet your youth with a warm, yet professional hello.

Have a schedule ready and present it to your youth shadow. Ask for feedback. Your youth may come in dying to see the break room or something you may have forgotten! Youth input from the beginning will make for a great day for both.

Introduce your youth shadow to as many co-workers as possible. The more opportunities your youth has to practice this important social skill, the better. Offer gentle tips or provide positive feedback such as “You always remember to shake hands. That’s a great skill” or “This is a big office and I know you’re meeting a lot of people, but try to remember to look people in the eye when you meet them. It lets them get to see your face!”

Talk to the youth about their interest and hobbies. Youth are most relaxed when they are talking about something they know and love. If applicable, try and find a way to comment on how something they are comfortable with fits into your office environment.

Talk about your education, how you chose your line of work and why your job is a good fit for you. Our youth need to hear stories about personal life choices and how education impacts our careers.
Relax and be yourself! The Youth will be fascinated by whatever “mundane” task you have at work. Remember, what’s dull and everyday to you is brand new to them. Present it with the professionalism it deserves.

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**Suggested Skills to demonstrate**

Duties specific to your job

Telephone skills, Conference Calls

Customer Service

Computer skills, Outlook, Graphic Software

Office equipment: fax, copier

Mock Interview

Company Overview such as HR, Finance, Sales, etc.

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**Lunch**

Should you choose to eat lunch with your youth, you must eat on site as RAMP youth will not be allowed to ride in your vehicle.

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**Hints**

Remember that our youth will be on Information Overload! Don’t get discouraged if they seem to be very quiet. If, however, they seem to be zoning out, do ask them if there is something that you can both do to make the day more interactive.

Youth may have a very different idea about what the workplace is really all about. Allow for some adjustment time.

Don’t be afraid to remind your youth of the office rules. All RAMP youth will have been instructed to wear proper dress, not to use cell phones, etc. If, however, your youth reports to work in inappropriate dress or acts out at any time during the day, you have the authority to end the job shadow day activities. Please contact Jacquie Miller immediately at 713-838-9050, ext. 363 or at jpmiller@eastersealshouston.org