**Job Shadow Employer Participation Form** (WBL coordinator to fill in own name and contact information)

Job shadowing enables students to spend four to eight hours working one-on-one with employees to gain a better understanding of particular industries, workplaces, and careers. Job shadowing is an important part of a multi-year program that helps students learn about potential career opportunities and make better-informed decisions about the education and training required to attain their career goals.

Though job shadowing experiences vary, a typical agenda might include:

* Introductions/welcome/overview of industry and organization: 30 minutes
* Workplace tour: up to 30 minutes
* Individual shadowing time (including an informational interview): 2 - 6 hours
* Wrap-up/reflections meeting: 1 hour

If you are willing to host one or more students for job shadowing, please complete the following information and return it to me via email or fax by (date). I will then send you more information about job shadowing, and we can work together to plan an enriching day for one or more students and the employees who serve as their hosts.

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| --- | --- | --- | --- | --- | --- |
| Company/organization: | | | | | |
| Industry/business type: | | | | | |
| Address: | | Number of students you can host: | | | |
| Preferred date and time for job shadow: | | | | | |
| Location (building, suite, or office number) to which student should report: | | Lunch provided? Y or N | | | |
| Dress code (be specific): | | | | | |
| Department(s) to be shadowed and number of students per department: | | Human Resources | | Accounting | Management |
| Marketing/Sales | Operations | | Information Technology | | |
| Other: | | | | | |
| Main contact name: | | | | | |
| Phone: | | Email: | | | |
| Signature: | | | | | |

Your support of student job shadowing is an important complement to classroom learning and truly helps shape the lives of our students. Thank you!

**For more information or questions** please contact (WBL coordinator, phone, and email).