

JOB SHADOW DAY TESTIMONIALS

Comments from Job Shadow Host:

"I had the distinct pleasure of hosting four students. They were a pleasure to meet and greet, and they got a look at how the work world actually runs. We got a chance to look at different aspects of computer processing, from Local Area Networks to Mainframes to Personal Computers. The guys were attentive, asked good questions, and, most of all, had fun! I was very impressed with them...Our future is in good hands!"

An IT Host from IRM, U.S. Department of State

Comments from Job Shadow Students:

"I learned what a computer specialist does...that is what I want to be."

"I enjoyed all of it!"

"[This job shadowing] helped me to figure out career choices."

Students from Washington D.C.



EVERYONE BENEFITS, JOB SHADOWING IS A WIN-WIN SITUATION FOR ALL INVOLVED.

Special Thanks to the National Groundhog Job Shadow Day Organization for providing the basis for much of this information. You may visit them via the web at www.jobshadow.org.

**"HOT-IT"
High School
Outreach Team for
Information Technology**



**CIO JOB SHADOW DAY
FEBRUARY 1, 2002**

The Federal CIO Council is encouraging Information Technology (IT) offices around the country to join the national Groundhog Job Shadow Day event and host high school student "shadows".

As a **mentor** you can help students prepare to join the workforce as well as demonstrate the connection between academics and careers.

As a **student** you will see first hand what exciting and interesting IT careers are available.

For more information:

Dagne Fulcher
(202) 622-9084 (phone)
(202) 927-6797 (fax)
dagne.fulcher@do.treas.gov

WHAT IS JOB SHADOWING

JOB SHADOWING is a nationwide effort where hundreds of thousands of workplaces welcome millions of students through their doors.

JOB SHADOWING is an academically motivating educational activity dedicated to giving kids an up-close look at the world of work. Kicking off in February and continuing throughout the school year, **JOB SHADOWING** gives students across America the chance to "shadow" a workplace mentor as he or she goes through a normal day on the job. This gives young people a chance to see how the skills learned in school relate to the workplace.



WHY YOU SHOULD VOLUNTEER

As a student / educator:

- ◆ Help to provide an answer to the question: "Why should I learn this?"
- ◆ Build community partnerships between schools and the Federal Government
- ◆ Motivate students to explore career options

As an employer:

- ◆ Make a commitment to support and improve the community
- ◆ Help to prepare the future workforce
- ◆ Showcase the employment opportunities at your agency/business

As an employee mentor:

- ◆ Introduce students to the requirements of the workforce
- ◆ Share your knowledge and skills
- ◆ Excite students to learn by demonstrating the relevance of their class work



WAYS YOU CAN MAKE A DIFFERENCE

As a Counselor / School Coordinator:

- ◆ Facilitate and promote the school decision-makers' commitment to participate in the event
- ◆ Make the job shadow experience available to all students, no matter what their academic standing
- ◆ Ensure that students have all materials and complete preliminary activities well before the job shadow day so that they get the most out of the experience

As a student:

- ◆ Volunteer for Job Shadow Day
- ◆ Develop a personal action plan to improve education and skills
- ◆ Explore career options, personal skills and attitudes

As a host/mentor:

- ◆ Provide meaningful workplace experiences
- ◆ Allow students to demonstrate workplace skills
- ◆ Look for opportunities for sustaining contact with students after the event

As a HOT-IT Coordinator:

- ◆ Provide Job Shadow Day information to potential points of contact
- ◆ Obtain commitments from high school and office decision makers
- ◆ Facilitate matching of high schools to offices

As an Agency Contact:

- ◆ Advertise/Promote event within the agency
- ◆ Support and facilitate hosts and other office staff in planning meaningful workplace experiences for students
- ◆ Receive and collect completed Host applications