



Job Shadow Program

Host Guidebook - Winter 2024



UNIVERSITY
OF ALBERTA

Career Centre

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**UNIVERSITY
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Career Centre

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Welcome!

Thank you for participating in the University of Alberta **Job Shadow Program**, hosted by the University of Alberta Career Centre! The information in this guidebook will help ensure a rewarding experience for you and your match(es). The overall goals of hosting a job shadow are to help participants:

- Become more aware of potential career options
- Learn how to apply their education, training and experience
- Clarify work related preferences
- Make useful connections in their field of interest



Eligibility and Expectations

Participant Eligibility and Expectations - Who will job shadow you?

The person shadowing you is referred to as a “participant.” Participants include: All current U of A students, postdoctoral scholars, alums and Spousal/Partner Employment Program clients.

Each participant is required to complete mandatory training that goes over confidentiality and professionalism.

Participants are job shadowing in order to learn; therefore, don't be afraid to have difficult conversations with your participant on what is expected should you notice something they did or said that is not appropriate. Discuss the role of punctuality, professionalism and initiative in your work place. Having these conversations with you helps them prepare for work in a low-risk learning environment.

University of Alberta Career Centre Expectations

Before providing a job shadow opportunity, hosts should confirm with their leaders if they are permitted to host and if there are any necessary requirements the participant must complete before the job shadow (e.g., vaccinations, police information check, etc.).

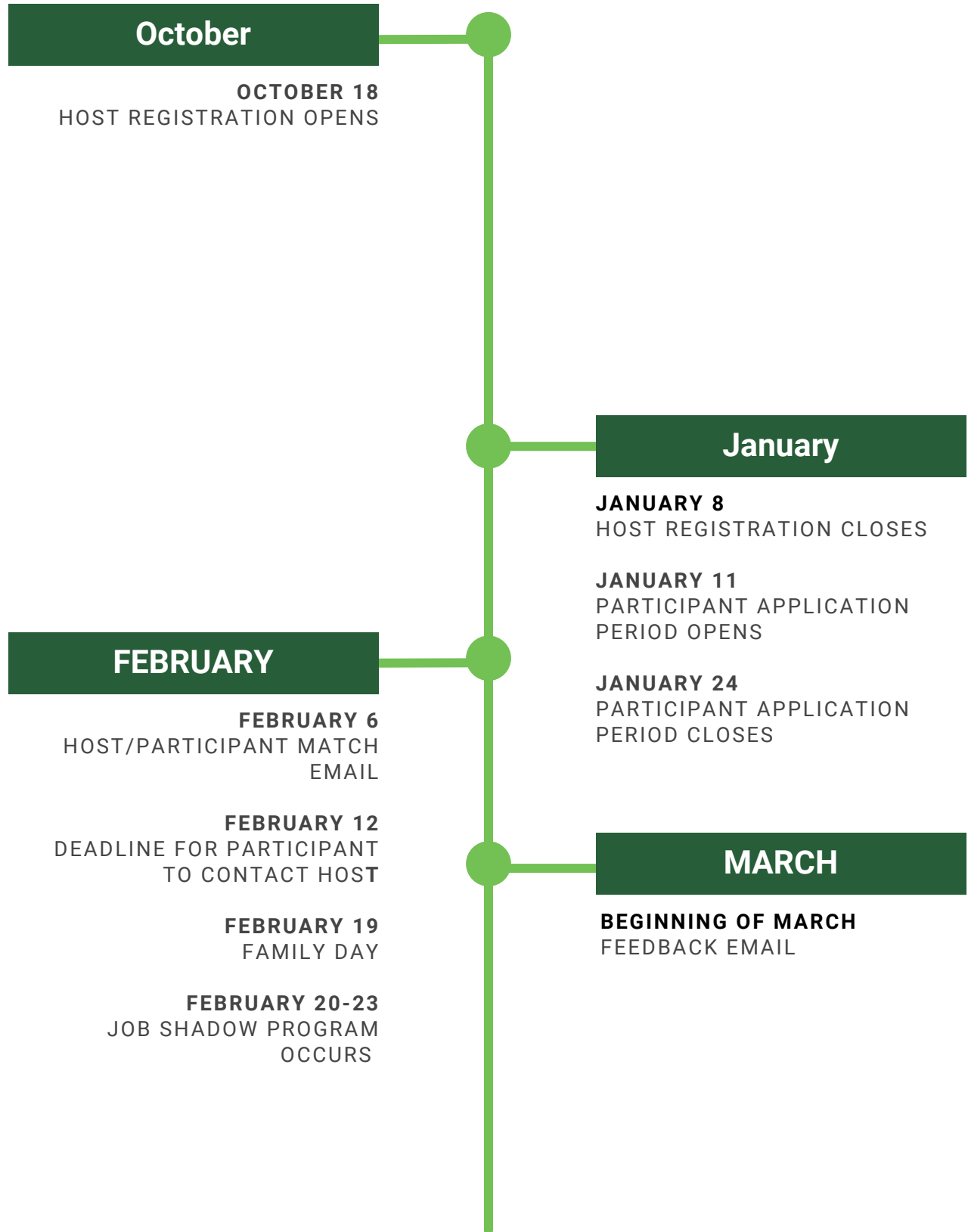
Hosts' key responsibilities include sharing expectations with participant(s), modelling professional behaviour, planning meaningful activities in advance, and providing a safe learning environment. Hosts can “share” participants with coworkers if there are periods the host cannot be shadowed. Contact the program coordinator if you would like to discuss meaningful activities for participant(s).

Though it is the responsibility of the participant to first contact the host, hosts should be responsive and clear in their communications. Be prepared to provide directions, like where to meet, how to dress, what to prepare/bring, and more (further details on page 6).

The U of A Career Centre understands that availability changes may arise, like vacations or sicknesses. Should availability changes occur, please contact us as soon as possible. Please consider having a co-worker host the participant instead. If a substitute host cannot be found, the job shadow could occur another week, but it is subject to the availability of the participant, which may be more scarce outside of reading week, when the program occurs.



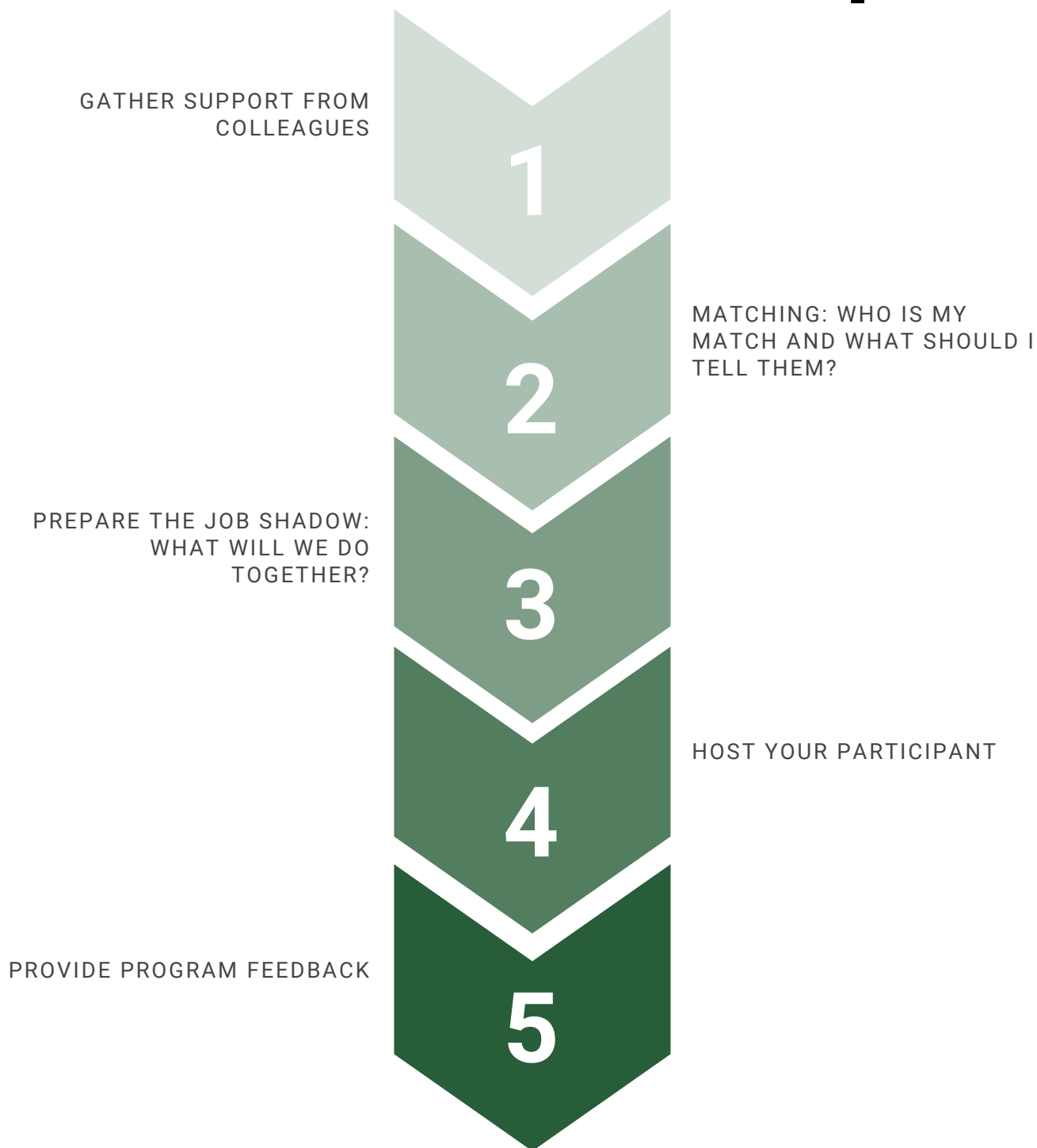
2024 Winter Program Timeline



Outline



Preparing to be a job shadow host in 5 steps



Step 1: Gather support from colleagues

After registering to be a job shadow host, talk to your colleagues about your role as a job shadow host and ask how they might support you and your participant. Discuss internal organizational processes related to having workplace visitors.

Step 2: Matching: Who is my match and what should I tell them?

You will receive an email from the U of A Career Centre confirming you've been matched. Your participant will contact you by a specific date, usually via email - please check your junk mail folder. Information on dates you will be contacted by is included on the Program Timeline (page 4). If you have not heard from your participant by the deadline please contact careereducation@ualberta.ca.

Review your host profile and clarify the following with your participant. It is generally easier to discuss plans over the phone.

- a. Specific day(s) for the job shadow during the week
- b. Number of days for the job shadow (from one day to four)
- c. Arrival and end time each day
- d. Appropriate clothing (e.g. business casual, work boots, jeans)
- e. Location of the job shadow
- f. Parking or transit information
- g. Lunch information (bring or buy lunch on site)
- h. Items/documents to prepare/bring

KEY TIP

The participants are often doing the job shadow because they are unfamiliar with what you do, so their goals and questions may be quite broad at this point. Help to clarify the participants' goals as best you can: Ask what they'd like to see, learn or try while they're with you.

KEY TIP

Though participants are directed to express what activities they'd like to do with you, it is recommended that hosts suggest potential activities and plans to your participant. Since your participant won't know what specific activities are possible at your work, they will need concrete ideas from you.

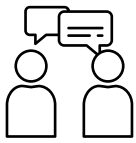


Step 3: Prepare the job shadow: What will we do together?

Make an itinerary for the time your participant will be with you (view sample itineraries on pages 14-15).

You can be creative in how you showcase your work to your participant. You may want to show them more than just a 'typical' day; make arrangements for interesting and special activities.

Sample itinerary ideas:



Share and discuss your career path, work experience and educational background

Conduct a tour of your workplace and facilities.



Allow your participant to observe and accompany you on your daily activities.

Arrange for your participant to meet with or accompany some of your coworkers (particularly those in different work areas or at different stages in their careers), to get a broader perspective of the field or organization.



Schedule meetings, events, and client interactions for the job shadow date(s) and have your participant sit in or participate.

Let your participant try appropriate hands-on activities, depending on their skills and background (e.g., create a poster, teach a session, give feedback on a proposal, etc.).





Teach your participant about specific equipment and systems you use (e.g., Photocopier, lab machines, databases, etc.).

Share what the hiring process is like in your organization, including advice on networking, interviewing, resumes and cover letters. Arrange for your participant to meet with Human Resources to learn about the hiring process.



Schedule lunch with coworkers.

Provide your participant with organizational documents or reports to read.



Debrief with your participant at the end of the day. What did they like, dislike, learn, etc.

Step 4: Host your participant

Remind your coworkers that you will be doing a job shadow and that you will introduce your participant.

Remember that each participant is at a different point in their education and career process:

- Your participant may have never had a job before, or may have many years of work experience.
- International students may not be familiar with Canadian etiquette and norms.
- Some participants will be very nervous about talking to professionals like you.
- There is no expectation to hire or accept a job application from your job shadow participant; participants are told that job shadowing is a way to explore career options and make connections – not to get a job.

Have fun! This is your chance to provide a participant with the advice and information you wish you had when you first started working.



Step 5: Provide program feedback

Complete a brief online feedback form. This is sent via email during the month mentioned in the timeline - be sure to check your junk mail if you have not received an email. Your feedback helps us plan more effective programs. If you experience any challenges or want to share your observations, please contact us at careereducation@ualberta.ca.

What did previous hosts like about the Job Shadow Program and their participants?

"Interesting discussion with intelligent students who [asked] thoughtful questions."

"Reflecting on my own career and sharing perspective with the student."

"Meeting students and future leaders."

"Sharing a job that might not be on [an undergrad's] radar"

"Connecting with someone who was enthusiastic and excited about my field."

"Having a chance to do some different activities and see my work from their perspective."

"How curious and engaged the students were - they were very willing to learn from myself and the experiences I provided."

"Their realization of the broad range of career paths available to them."

"Learning about each others' career journeys."



Frequently Asked Questions

Q. What is job shadowing?

Individuals who are exploring career options spend a short period of time accompanying, observing and interviewing professionals in their workplaces.

Q: What activities take place during a job shadow?

Participants are responsible for initiating contact with their host in order to discuss practical details of the job shadow. During these conversations, they can share any specific activities or learning they would like to accomplish while shadowing. The host will make a flexible itinerary for their day(s) together.

For sample ideas on what to do together during the job shadow, review pages 7-8.

For more ideas, view sample itineraries (page 14) and job shadow videos: [Alberta Innovates Technology Futures](#) or [Computronix](#).

Q: Is this a paid opportunity?

No, this is a voluntary program.

Q: Why should I become a job shadow host?

There are many benefits to becoming a job shadow host. Some include:

- Gaining satisfaction in helping new professionals learn about a job and establish new connections.
- Practicing leadership and interpersonal skills through guiding, advising, communication, and active listening.
- Contributing to the long-term growth of your industry.
- Gaining fresh perspective on work-related practices.
- Experiencing career rejuvenation.
- Strengthening your organization's brand awareness to new, emerging and established professionals
- Building your future talent pipeline



Q. Why would someone want to job shadow a host in their workplace?

Job shadowing is a chance to try a potential career option with minimal time commitment. By doing a job shadow, participants will get to:

- Explore diverse career options, with minimal risk or investment
- Build their professional networks and community connections
- Get realistic, first-hand information about career paths, jobs, industries and work settings
- Generate and take advantage of unexpected 'happenstance' opportunities
- Evaluate if they are on the right academic path
- Practice their communication and interpersonal skills
- Gain self-confidence in the professional work world
- Learn transferable career exploration skills that can be used again in the future

Q: Who can participate?

You will host one or multiple of the following: U of A undergraduate and graduate students, postdoctoral scholars, alums, and Spousal/Partner Employment Program clients.

Individuals working in Edmonton, St. Albert, Spruce Grove, Sherwood Park, Leduc, Stony Plain, Fort Saskatchewan, and Camrose are encouraged to sign up as a host. Currently, we do not offer the program outside of these locations and their surrounding areas but if you are outside of these areas, contact the program coordinator if you would like to get involved in other U of A Career Centre programming.

Q. How many participants job shadow each host?

Hosts decide how many participants they are most comfortable hosting at one time. Hosts can choose to host a single participant or multiple participants on one day, or on multiple days. Actual numbers are also determined based on how many applicants apply to each host.

Q: What am I responsible for?

See Eligibility and Expectations (page 3) for details.



Q: What kind of time commitment is required?

Job shadows can take place from one to four days.

The Job Shadow Program takes place twice a year during fall (week of November 11) and winter (February, week of Family Day – third Monday of the month) reading weeks. When registering, hosts indicate how many days they can host. When picking their top three hosts, applicants ensure they are available on the days each host indicates. Work hours are typically during the day; however, some hosts work shift work or evening hours.

Both participants and hosts have some preparation to do before the job shadow experience takes place. Participants will contact hosts prior to the shadow to discuss potential activities and other details like location, hours, parking/transit, attire, etc. Hosts will spend an hour or two planning activities and preparing an itinerary for the day(s) they are hosting. Any contact that continues beyond the formal weeks that the Job Shadow Program occurs is at the sole discretion of hosts and participants.

Q. How are workplace privacy and confidentiality issues handled?

Participants are advised that they may not have access to all areas and/or information in the workplaces they are visiting. Hosts may ask participants to sign a confidentiality agreement. Hosts should use their own discretion when planning activities participants will complete.

Q: Can the job shadow program be completed online?

At this time, all job shadows take place in-person.

Q: I work from home. Can I be a host?

We only accept job shadow hosts who work in an office or on-site location that is not their personal home.

Q: I have not yet heard from my participant(s) and it's past the deadline for them to contact me. What do I do?

Contact the program coordinators at careereducation@ualberta.ca for next steps.



Q: I am an employee of Alberta Health Services (AHS) and understand that there are mandatory requirements participants must complete before their job shadow. What needs to be completed?

In order to participate in a job shadow under an AHS employee, participants must have obtained a Rubella vaccination. The U of A Career Centre's program coordinators ask participants to confirm that the vaccination has been obtained during participant training.

Participants shadowing under AHS must complete mandatory Information Privacy & IT Security Awareness training. These are provided in the U of A Career Centre's training module for those affected.

Participants are required to complete a Confidentiality and User Agreement form. Those who are not current students must also complete an External Participant Job Shadow Request form. All forms are collected by the U of A Career Centre and provided to AHS' Talent Management Strategies team responsible for providing administrative job shadow support.

A Police Information Check (PIC) is not required for any job shadow that is 5 days or less. This applies to both students and non-students. The Job Shadow Program runs for a maximum of 4 days. If arrangements are made to extend the job shadow experience for more than 5 days outside of the U of A Career Centre's program, you will need to request a PIC from your participant.



Sample Job Shadow Itinerary 1

We are an informal company so don't feel obligated to dress formally. Dress in comfy shoes as we will be walking a little for the tours. Also if we go for lunch outside you will want to dress warmly for the short walk.

If you have questions before your job shadow, be sure to ask. I can be reached at 555-555-5555.

Location of job shadow: 2-100 SUB, Downtown Edmonton 10145-123 Street

Time	Description	Location
8:30 a.m.	Job shadow participant arrives at front doors.	Front Reception
8:45 a.m.	Welcome from Manager of Human Resources	Meeting Room, 123
9 a.m.	Safety overview and fire escape plan	Main Hallway
9:15 a.m.	Introduction to the organization and team members with tour. Please be prepared to introduce yourself.	Individual Offices
10 a.m.	Presentations from staff: 1) Manager of Relations: Overview of history of organization, 2) Intern: Experience as a student employee, 3) Technical Staff: Overview of the services and challenges	Room 4-02 SUB, take elevator
10:45 a.m.	Ask me anything about my life and career. This might include: about the organization, see some of the aspects of my current job, discuss my past work experiences, educational experiences. Seriously. Ask me anything.	My office
11 a.m.	Photo with job shadow participant and host	Main staircase
11:10 a.m.	Meeting with two other staff members to learn about how our roles intersect and how we support each other	Meeting Room, 125
12 p.m.	Option A: Bring your own lunch, Option B: Go to my favourite restaurant down the street	Office lunch room or Restaurant
1 p.m.	Option A: Resume review with Human Resources, Option B: Interview practice with Human Resources	Option A: Boardroom Option B: HR Office
2 p.m.	Option A: Participate in webinar on industry future, Option B: Mock meeting with client/patient	Option A: My office Option B: Client room
3 p.m.	Debrief how the job shadow went	My office



Sample Job Shadow Itinerary 2

During the job shadow you will meet with our senior executive:

- Fang Hao - Vice President of Engineering and Senior Research Specialist
- Etienne Monet - Director of Product Development
- Silvia Gallo - Analytical Operations
- Manoj Singh - Research Scientist

If you have questions before your job shadow, be sure to ask. I can be reached at 555-555-5555.

Location of job shadow: 2-100 SUB, Downtown Edmonton 10145-123 Street

Time	Description	Location
11 a.m.	Job shadow participant arrives at front doors.	Front Doors
11:10 a.m.	Welcome from Administrative staff, Confidentiality forms	Main Desk
11:20 a.m.	Safety overview and fire escape plan	Main Hallway
11:30 a.m.	Introduction to the organization and team members with tour of the office. Please be prepared to introduce yourself. Discussions on recent projects. Questions about our clients. Introduction to office dynamics and teamwork	Boardroom
12 p.m.	Presentations from staff: 1) Vice President: Overview of history of organization, 2) Intern: Experience as a student employee, 3) Technical Staff: Overview of the services and challenges	Boardroom
12:30 p.m.	Lunch at Make Lunch Diner. Ask different staff about their careers	Lunch Room
1 p.m.	Photo with job shadow participant and host	Main staircase
1:10 p.m.	Meeting with two other staff members to learn about how our roles intersect and how we support each other	Boardroom
1:45 p.m.	Resume review	Jamyson's Office
2:15 p.m.	Debrief how the job shadow went	Boardroom

