

Job Shadow Employer/Participant Agreement



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Thank you for agreeing to serve as a job shadow host for NCWorks! Your exposure will provide a valuable learning experience! Below is a brief outline of the job shadow activity for the host and the participant.

A job shadow provides short-term career exposure (typically two (2) to eight (8) hours) by providing one-on-one time to a participant with a host employer. While serving as a host site, please keep in mind the following objectives of job shadowing:

- Increase career awareness (to include tour of worksite)
- Opportunity to observe daily routines of staff
- Learn about the academic, technical, and personal skills needed for the career/industry
- Provide exposure to different positions and work environments
- Opportunity for interaction with staff such as informational interviews
- Exposure to occupational and educational components related to the worksite

Host employers are asked to provide the wisdom of their experience and share knowledge in their position to participants. In addition to observation, participants should discuss the following talking points during the job shadow:

- What does the company do/make/or services provided?
- What do you do in your position (tasks, equipment/tools used, typical day)?
- What is your workday like (hours/salary/interactions/travel)?
- What skills and/or education is needed (on the job training/certifications, etc.)?

Participants will receive the hosts point of contact information and are provided basic information about the expectations and norms of workplace behaviors from their Career Advisor. Participants should complete and submit the summary sheet regarding their job shadow experience.

Please provide your contact information:
Company Name:
Company Address:
Contact Person/Job Title:
Phone/Email:
Type of Industry:
Participant/Staff Contact Information:
Staff Name/Phone/Email:
Participant Name/Phone:
Date/Time of Job Shadow:

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Job Shadow Participant Summary

Thank you for participating in this job shadow activity! Please complete the following summary regarding your experience.

Job Shadow Location	
Date/Total Hours	
Notes from Observation	(Positions observed, skills/education needed, tools used, etc.)

Please sign below verifying successful completion in the above job shadow activity:

Host Employer Signature/Date:
Participant Signature/Date:
NCWorks Staff Signature/Date: