Groundhog Shadow Day is designed to increase student awareness of the range of careers available, and expand the future talent pipeline in Kent County. Job shadowing gives young people a chance to see how the skills learned in school relate to the workplace. Just a few short hours are all it may take to open a window into a potential career path for students.

Thank you in advance for making this year’s event a success. We appreciate your willingness to help students achieve their college and career readiness goals.

With Gratitude,
The Kent ISD Career Readiness Team

Note: Members of the Career Readiness Team will be visiting employer/partner locations to take photographs or video during this event.
OBJECTIVE

The objective of this shadowing experience is to allow students to view “a day in the life” of some of your employees (mentors) and learn about your company and industry. Below are some suggestions to make the event enjoyable for both students and mentors.

HOW TO MAKE THE MOST OF YOUR TIME TOGETHER

Have a designated representative welcome your students in the main lobby of your building. They will undoubtedly be nervous entering your workplace for the first time. A friendly face will put them at ease much faster!

- Make students feel welcome and a part of your team. Little things like having a company name badge or providing a notebook with company materials are helpful.
- Begin the day with an overview of your company - what you do and why.

GET PERSONAL

- Share your personal background and education. Maybe even describe yourself when you were his/her age.
- Discuss your role within the company and walk them through an organizational chart to help them understand your fit within the organization.
- Encourage students to introduce themselves and share their interests, hobbies, community service projects, career interests, work history, education or plans for the future. Use this information for discussions about employment choices or offer suggestions for training or experience as you move throughout your day together.

TOUR

- Provide a tour of your workplace and talk about rules, permissions, clothing and safety requirements. Be sure to mention cell phone usage rules, especially if there are any places where pictures may not be taken.
- Speaking of cell phones – feel free to share your experience via your company’s official social media accounts. All students have signed permission to appear in media. Be sure to tag Career Readiness at Kent ISD or Kent ISD!
- First hand experience makes the biggest impact! Show or demonstrate what happens at your company when possible – safety first, of course. For example, give students a hands-on task or have them sit in on a team meeting.
- Introduce team members and identify departments that support the work you do. Students will benefit from engaging with multiple role models. Staff who interact with students should be prepared to explain their roles and responsibilities within the company. Engage in a brief discussion of different departmental functions, job titles, educational preparation, pay ranges and relationships between suppliers and customers as applicable.
- During lunch, you might have the student eat where other employees eat – in the cafeteria, conference room or other common area. This could be a time to introduce the student to more people and positions in your company. You may want to schedule a few cross-function team members to sit down with you and your student at this time.

CONNECT TO THE CLASSROOM

- Talk about your industry “tools” including software, machinery, codes and standards and “people skills” necessary in your line of work.
- Discuss how math, science and communication are used in your job. This will help students solidify the school to work connection.
- Consider providing resources you think may be helpful as they explore future careers.
- Remember to meet students at their varying levels of career maturity. Support them in their efforts to explore your field and also clarify misconceptions.
- At the end of the day let the students know that this opportunity can be included on their resume.

Thank you for taking time away from your schedule to participate in this event.