



Job Shadow Policy

Purpose:

A job shadow is a career-based learning experience in which a student observes and learns about a job or activity by walking through the workday as a shadow to a skilled and competent employee(s). The experience is planned and structured with the goal of enabling the student to observe behavior and situations, engage in interactive questions and answers, and experience day to day work. The job shadow lasts from a few hours to a few days. Students do not perform productive work and are not paid for the experience. Participants will have no access to patron information or confidential records.

Eligibility:

Students age 14 to adult.

Must be in a course of study or government approved work program.

Job Shadow Expectations:

All job shadow participants will be under supervision of a Library staff person.

All participants are expected to dress professionally.

All participants are expected to be on time to begin their job shadow.

Participants are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol while job shadowing.

Participants will show respect to staff, patrons, and be a good representative of their organization.

Failure to follow guidelines and/or behave in an appropriate manner may cause the job shadow opportunity to end immediately. Should an issue arise the Library Director will be notified immediately.

Procedure:

All potential job shadow participants will need to go through an interview process to assess if the Library is a good job shadow placement and allow for interview practice for the potential placement.

1. Job Shadow Version of the City of DeWitt Application

2. Job Shadow General Interest Form

After the interview, the participant is notified whether the placement has been approved.

If approved, the job shadow participant will receive a schedule showing day/hours of job shadow , which will be structured according to interest.

After the job shadow has concluded, a questionnaire will be given to the participant to fill out and return.