

Plan the Day's Activities

Host Business Guide

The following guidelines will help workplace hosts plan before students join them in their workplace so that both the host and the students get the most out of the job shadowing experience.

- Greet the Student** Your student should be greeted as an adult business associate, with a handshake and a warm hello.
- Introduce Yourself** Provide your name, job title and business card. Let your student know that you volunteered to be a workplace host because you think it is important for students to see firsthand the application of what they are learning in school. Encourage them to ask questions during the time you have together.
- Talk to the Student About Themselves-Interest & Hobbies** Students are most relaxed when they are talking about something they know and aren't being "tested" by an adult. Take some time with this question. Ask your student what hobbies they enjoy and why.
- Community Service** Community service can accomplish three important functions in your students life: 1) it makes his/her community a better place to live; 2) it will help him/her get into the college of his/her choice; and 3) it provides him/her with an opportunity to gain valuable job skills. Many people started their careers by volunteering.
- Career Interest** Ask your student about his/her career interests. If possible, relate those interests to any careers in your workplace. Note: Your student may not know what careers interest him/her. In that case, reassure your student that finding the right career path takes time.
- Job Experience** Talk about your student's job experience in positive terms including babysitting and newspaper delivery. What did your student like about the job? What did he/she learn from the job? Tell your student about any jobs you held as a youth and how those early jobs helped you get where you are today.
- Special Skills** Ask the student if they have any special skills such as computer skills, speaking skills, dancing, swimming, etc. Try and relate skill development to future success on the job.
- Education** This is your opportunity to encourage your student to get a good education. Reinforce that what your student is learning in school is important to earning a good living. When employers look at a resume, they took at the education level of an applicant. Tell them how much education you have completed.
- Student Interview** To provide more insight about your job, suggest that your student conduct an interview with you. You can use this opportunity to help your student link what he/she is learning in school to what you do on the job. Answer questions thoughtfully. If appropriate, comment on any good interviewing skills your student demonstrated.