

Host Business Guide

Suggestions for Planning A Company Orientation

Orientation Session

Introduction of Senior Leadership Personnel to discuss:

- ◆ Mission of workplace
- ◆ Purpose of workplace
- ◆ Personal note: Why is my job important to me?
- ◆ Why I'm glad you've joined us today
- ◆ Reason they're involved in Job Shadow Day

Workplace Coordinator Introduction

- ◆ Conducts workplace tour
- ◆ Passes out organizational chart (simplified, if necessary) to students
- ◆ Engages in brief discussion of different departmental functions

Human Resources Director Introduction

- ◆ What is the role of Human Resources Director
- ◆ Reason they're involved in Job Shadow Day
- ◆ Why the Human Resources Director is glad to be participating in job Shadow Day

View Organization Video (if available)

- ◆ Good introduction to workplace for students
- ◆ Visually reinforces comments from senior leadership
- ◆ Usually relates workplace to community and people

****Helpful Hints**

- ◆ Especially with young students, is it important to provide a progression of activities with durations that match the students' attention span.
- ◆ It is best to actively involve or engage the students in hand-on activities including demonstrations, problem-solving, and questions.
- ◆ Students will sometimes have unrealistic expectations about the workplace, so offer them a glimpse of what it's really like.
- ◆ Do not be surprised if some students are shy, talk, or giggle. This typical for youth.
- ◆ Students might feel uncomfortable asking questions, so explain your actions and give reasons for your statements.