



Education Committee
Donna Davidson, Chair

The Education Committee promotes the business viewpoint within the area educational system, supports free enterprise concepts, advocates for quality in education, and provides a resource for area school districts.

www.wschamber.org

West Shore
Chamber of Commerce

Inspiring Business

**Have a Hand in the
Future of Your Workforce**

Education Committee

**Job Shadow Guidelines
for Businesses**

Have a Hand in the Future of Your Workforce

The West Shore Chamber's Education Committee is enlisting its membership to become part of a shadowing database to enrich the educational experience of our local communities' students.

◆ **Would you be interested in being a part of shaping the future workforce?**

◆ **Would you be willing to donate a few hours to help impact the future success of your business as well as the young individuals who may lead your business in the future?**

If you have answered "yes" to the above two questions, would you be willing to host a 1 or 2 day shadowing** experience for a local high school student?
Each day would be between 3 to 5 hours in duration.

If interested, please provide the information requested below via fax or email to:

Leigh-Ann Reitze
West Shore Chamber of Commerce
717-761-0702
Fax 717-761-4315
Leigh-Ann@wschamber.org

** A shadowing experience helps students make informed career choices. A shadowing experience provides answers to the question, "What training program/skills do I need for that job?"

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JOB SHADOW DATABASE INFORMATION

Primary Contact _____
Company Name _____
Address _____
Phone Number _____
Email Address _____
Business Focus _____

Job Shadow Guidelines

Goal:

To increase the student's awareness of a chosen career by observing and interacting with a professional to get an up close look as he/she goes through a normal day.

All schools will provide students with a list of objectives to meet for a qualifying shadow. Students will have a worksheet or packet covering information they need to achieve.

Students will have a pre- & post-shadowing conference with career coordinators at their respective school district. The pre-shadowing conference will cover soft skill items like attire, knowledge of company, shadowing experience requirements, etc. The post-shadowing conference will review the overall experience.

Guidelines:

- Length of Shadow Experience: 3-5 hours, over one to two days
- The opportunity to interact with several professionals throughout the company or organization
- A tour of the facility should be included
- The opportunity to observe various activities, highlighting various careers within your organization.
- Time to ask questions (provided by students)
- Provide verification of student's attendance and satisfactory participation to the student's school district contact

Compiled and endorsed by Career Coordinators of:

Big Spring School District
Cumberland Valley School District
East Pennsboro Area School District
Mechanicsburg School District
Northern York County School District
South Middleton School District (Boiling Springs High School)
Susquenita School District
West Perry School District
West Shore School District (Cedar Cliff & Red Land High Schools)
and the Capital Region Partnership for Career Development