

# Fresno Regional Workforce Investment Board

A proud member of America's Job Center of California<sup>SM</sup> Network

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Blake Konczal, Executive Director

## **OPERATIONAL DIRECTIVE**

**FRWIB OD # 05-16**

**Date Released: April 1, 2016**

**To: All Fresno Regional Workforce Investment Board Providers of Services**

**From: Blake Konczal, Executive Director**

**Effective Date: April 1, 2016**

**Subject: Youth Job Shadow Process**

**Applicable Program: Youth Program**

**Revision History: Initial Release**

This Operational Directive obsoletes OD 07-14, Youth Job Shadow Process – Pilot.

### **Purpose for Job Shadowing:**

Job shadowing is an education learning experience that allows Youth to follow a host employer during a typical day while observing daily activities and learning insight about a particular career. Job Shadowing will allow a Youth to observe a career path in his or her interest areas. Youth will learn about a particular occupation or business/industry without actually being involved in an employer-employee, in-depth, hands-on relationship. They may be able to witness a variety of tasks and learn about the educational/training requirements associated with a particular career. The experience can help a Youth formulate a more realistic impression of whether or not they are truly passionate regarding their vocational interest(s). Youth will not be paid for participating in a job shadowing activity.

If a youth is interested in Job Shadowing as documented in the Individual Career Plan (ICP), the following guidelines apply:

- The youth must complete the O\*Net or PESCO assessment and Session 1 of the Job Readiness Workshop in order to take part in Job Shadowing.
- The Job Shadowing must be in the industry of the youth's vocational interest.
- Job Shadowing Parent and Youth Agreement must be signed and placed in participant's case file prior to the start the Job Shadowing.
- All youth Job Shadow sites must be registered through the <http://www.youthfresno.com> website. Once a business has registered on the website, they do not need to register again.
- ACA/ BAS are to meet with all job shadowing sites' Host Employer (Mentor) prior to having youth begin on their host worksite to review the purpose of Job Shadowing.

- Youth are not to be put to work and Youth will not be paid for job shadowing.
- Youth must be enrolled into activity code 409 Youth-Job Shadowing.
- Youth must complete a minimum of 4 hours at a host employer worksite and up to 3 different site locations (for a total of 12 hours) related to the participant's top 3 interest areas.
- Youth are to complete the journal sheet and return it to the Academic and Career Advisor (ACA) immediately following the completion of the job shadowing activity along with the verification sheet signed by the Job Shadowing Host.

If any questions, please contact the FRWIB Youth Program Manager.

**Form**

[YTH-007](#) - Job Shadow Packet