

Fresno Regional Workforce Development Board

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OPERATIONAL DIRECTIVE

FRWDB OD # 05-16, Revision B

Date Released: August 20, 2021

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: August 20, 2021

Subject: Youth Job Shadow Process

Applicable Program: Young Adult Services

Revision History: Initial Release – 04/01/16

This Revision B updates general terminology and adds the Digital Case File Process.

Purpose for Job Shadowing:

Job shadowing is an education learning experience that allows participants to follow a host employer during a typical day while observing daily activities and learning insight about a particular career. Job Shadowing will allow participants to observe a career path in their interest areas. Participants 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 and/or training requirements associated with a particular career. The experience can help participants to formulate a more realistic impression of whether or not they are truly passionate regarding their vocational interests. Participants will not be paid for participating in a job shadowing activity.

If a participant is interested in Job Shadowing, it must be documented in the Plan/ Individual Service Strategy (ISS), the following guidelines apply:

- Participants must complete the O*Net career assessments and Week One (1) of the Job Readiness Workshop in order to take part in Job Shadowing.
- The Job Shadowing must be in the industry of the participant's vocational interest.
- The Job Shadowing Parent and Participant Agreement must be signed and uploaded to the participant's case file prior to the start of the Job Shadowing.
- All Job Shadowing employer sites must be registered on CalJOBS and documented in I-Train, as outlined in TRN-BSC-001.
 - The CalJOBS user name for the employer must be input into the employer record in I-Train.
 - The Job Shadowing employer sites must be documented on I-Train.
 - As required on CalJOBS, the worksite information must be input in the activity.

- ACA/BAS are to meet with all job shadowing sites' Host Employer (Mentor) prior to having any participants begin on their host worksite to review the purpose of Job Shadowing.
 - Participants are not to be put to work and will not be paid for job shadowing.
- Participants must be enrolled into activity code 409 Youth-Job Shadowing.
- Participants must complete a minimum of 4 hours at a host employer worksite related to the participant's top 3 interest areas and up to 3 different site locations (for a total of 12 hours).
- Participants are to complete the journal sheet and return it to the Academic and Career Advisor (ACA) within three (3) working days following the completion of the job shadowing activity
 - Provider staff must review and case note that the participant has completed and submitted the journal sheet including a brief overview of what the participants discovered/learned during their job shadowing experience.
- Participants must record job shadowing hours utilizing the Worksite Verification Sheet and obtain the signature of the hosting worksite supervising staff and return to the ACA within three (3) working days following the completion of the job shadowing activity.
 - Provider staff are to upload the Worksite Verification Sheet to the participant's case file.
- Upon completion of the job shadowing provider staff must complete the Completion Checklist and upload to the participant's case file within three (3) working days of receiving completion verification from the participant.

Digital Case File Naming Convention/Upload Process

All documents/forms must be uploaded to CalJOBS in the Document (staff) section and labeled accordingly under the "Document Tags" field (Keywords that will be indexed with the attachment) in CalJOBS.

The digital case file standard as described below includes the naming convention of all documents uploaded to CalJOBS. Provider staff must use the digital case file naming convention for job shadowing documents as follows:

- Utilizing the CalJOBS Case Management System in the Document (staff) section
- Upload/Scan a document
- Input Document Tag name below that is in **bolded underline text:**

Job Shadowing / (Insert Document Tag Name Below):

- Parent/Participant Agreement
- Worksite Verification Sheet
- Completion Checklist

If any questions, please contact the FRWDB Youth Program Coordinator.

Attachment:

TRN-BSC-001, Employer Module Assistance Guide

Form

YTH-007 - Job Shadow Packet