

Good Job!

Learn more about how
you can help! Call
804.717.9305 or visit
www.cisofchesterfield.org

Preparing students to transition to the workforce or higher education is one component of the CIS mission. Enhancing the potential for youth to complete school and become contributing members of society is key to success. Through participation in our career shadowing program, you will have the opportunity to make an impact on a CIS student's perception of the world of work. If you're interested in learning more, contact CIS of Chesterfield at 804.717.9305 or visit www.cisofchesterfield.org

A Day on the Job: Exploring Careers Together

Career shadowing offers CIS students a unique opportunity to experience the day-to-day routine and flow of the workplace, ask questions and observe the specific skills necessary for a job. Students may participate in actual work (as feasible). Business representatives are encouraged to schedule activities that can directly involve the students.

BUSINESS-INDUSTRY BENEFITS

- promote understanding of economics
- showcase company production/service
- meet the labor market of the future

STUDENT BENEFITS

- increased perspective for career planning and course selection
- clearer understanding of work ethics

What Do Students Do for a Day?

They ask questions about

- educational, technical and skill requirements
- working conditions
- advancement opportunities
- application procedures
- salaries and benefits
- employee responsibilities

They observe

- employees at work
- procedures in work flow
- interaction of departments
- skills for an occupation
- tools and machine operations
- work pace
- supervisory functions
- data/record keeping responsibilities

Top 10 Helpful Hints

1. Prior to the visit, think about how you will inform the student about your job.
2. You may have to help ease the student into conversation. Questions about his/her school life will open the way to questions for you.
3. Tell the student what is required to do the job...what training and/or education is needed, how you got into this job, where the job could lead in the company, or other information that could be helpful for the student to understand the job.
4. Explain to the student the dress code, hours, and working conditions that pertain to your job and the company.
5. Emphasize how others depend on the work you do and how you depend on others in the department and the company (teamwork).
6. Try to involve the student in doing something in addition to observing. A "hands-on" experience will be very meaningful; for example, could the student assemble a stationery order?
7. Give the student time to ask questions; ask the student if he or she has any questions.
8. Do not leave the student alone. If your job requires you to go to another department or part of the building, take the student along.
9. Unless your job requires a lot of telephone time, try to minimize your phone conversation.
10. Include the student in your coffee breaks and lunch.



Communities In Schools

HELPING KIDS STAY IN SCHOOL AND PREPARE FOR LIFE

Communities In Schools of Chesterfield | P. O. Box 10 | Chesterfield, VA 23832

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