

Participating in a Job Shadowing experience

Preparing for job shadowing

Some positions may not be suitable for job shadowing, and there are several factors to consider when arranging to job shadow.

Before starting a job shadowing placement, you **must** complete the job [shadowing request form](#).

Talk with your team leader or supervisor

Job shadowing placements are negotiated with your team leader or supervisor in the first instance. So consider how long you want to shadow, discuss it with them and gain their approval.

In most instances work shadowing is up to one day, which can be split up into 2 half day options as negotiated with the host Element.

Please note:

You can job shadow for your maximum ordinary hours per day and this must be completed in your normal work hours.

You cannot job shadow on flex time and you are not permitted to accrue flex time or overtime while shadowing.

[Complete the job shadowing agreement form](#)

The Learning and Development team will contact you once they have confirmed the Development Experience has been approved by your Supervisor and have identified a potential Host/s from the information provided on your form.

Once a Host has agreed to the placement details can be negotiated and confirmed in terms of timing. Let your Host know of any special needs or requirements so they can make appropriate arrangements for your visit.

You are now ready to shadow!

During the job shadowing placement

1. Dress appropriately for the work area (eg is there any special requirements from a Health and Safety perspective for example if working in Lab areas you may need to wear enclosed shoes)
2. Meet your work area contact at the designated time, date and location.
3. Clarify what you would like to learn and the boundaries (e.g. is it OK to look over the host's shoulder when they are writing emails).
4. Observe and ask any questions that can assist you to learn. (Make notes as appropriate to capture your learnings)

At the end of the job shadowing placement

- Talk about your shadowing experience with the host area (i.e. what you learnt, what went well, what surprised you about this role/task).
- Reflect on your learning – did you achieve the learning outcomes or your goal/s?
- Record these reflections in your Job Shadowing Workbook (PebblePad) as a way of capturing your experience to refer to for interviews or career opportunities.
- Explore any follow-up actions, such as:
 - further work shadowing, or job shadowing in another area
 - mentoring
 - coaching
 - structured training
 - record your experience in your ePerformance document under Training and Development or Career Development or the NOTES areas.

Provide feedback to Learning and Development on your Experience!

INFORMATION

✉ staffdevelopment@griffith.edu.au

☎ 373 53616

HR STRATEGY & INNOVATION
Learning and Development

 **Griffith**
UNIVERSITY
Queensland, Australia