

## Guide

Business Partner's Name: \_\_\_\_\_

Company: \_\_\_\_\_ Department: \_\_\_\_\_

The goal of the job shadow is to help educators better understand what students may experience in a future job or career path, and how your work in the classroom is directly aligned to students' future success. Consider how your current curriculum, activities, or teaching strategies are preparing students for the world of work; what are you already doing that is promoting career readiness? Are there things you can do differently, or more intentionally to help develop specific skillsets or provide specific experiences? Consider the age of the students you are teaching; what skillsets should they be developing now to prepare them accordingly?

**This resource is just a guide; we do not expect you to get through all prompts!** The questions are designed to help you gain the most from your job shadow experience with your Business Partner. Ask other questions based on their experience and role; we want this to be a valuable experience for all involved!

### JOB FUNCTIONS AND RESPONSIBILITIES

1. What does this company do? Who are their clients or customer base?
2. What does your Business Partner's department do within the company? What are the other main departments within the company? What role does each department play in the company's overall operation?
3. What are the responsibilities of your Business Partner's role? How are they evaluated? How is professional evaluation similar or different to how students are tested and evaluated in school?
4. What does a typical day look like for your Business Partner?

### JOB AND CAREER SKILLS USED

5. Discuss the career and technical skills needed to perform your Business Partner's job. How are these skills used and measured (i.e., computer programs and office equipment used, job-specific technology, reports generated, etc.)?

### Guide

6. Discuss the problem-solving skills your Business Partner needs. How are these skills used and measured (i.e., organization and planning, analyzing problems, making decisions, etc.)?
7. Discuss the skills and qualifications needed to succeed in your Business Partner's role, department, and industry. How are these skills used and measured (i.e., customer service, conflict resolution, teamwork, leadership, industry skills, certifications, etc.)?
8. What academic knowledge and skills does your Business Partner need in the workplace? How are those skills used (i.e., specific industry content, terminology, specific programming, learning new things on the job)?
9. What advice would your Business Partner give students to help them attract employers or be well-prepared to stand out as a great candidate to future employers?
10. Does your Business Partner work with any young adults? If so, are there any job or business skills that this age group seems to collectively struggle with or excel at?

### **EDUCATION, TRAINING, AND HIRING**

11. What education and training did your Business Partner receive before starting in their role? What new skills have they learned since then? Were these skills learned on the job, through formal training, or both?
12. How does your Business Partner compare the education they received to what they've learned through experience? What is their company's philosophy on life-long learning and what are the Business Partner's ongoing learning opportunities?
13. What are ways the concepts, skills, and knowledge taught in school relate to being successful in a work or business environment? Share specific examples from your curriculum to give your Business Partner better context, if needed.

### Guide

14. What was the interview/hiring process like for your Business Partner at their company? What advice would they give to students? Do they have any insight into any changes to the interviewing or hiring process since the Covid-19 pandemic?
  
15. How important is a 4-year college degree to your Business Partner's role, and to positions at their company in general? Are there positions at their company for people with no formal degree or a 2-year degree? If so, what are the positions?
  
16. Are there opportunities for promotions or moving to other departments at your Business Partner's company? What advice would your Business Partner give for working toward promotions?

### **WORK AND BUSINESS ENVIRONMENT**

17. What role does technology play in your Business Partner's work environment and the company's operation and success?
  
18. Has your Business Partner been working in-person, remotely, or both this past year? How has any change in their work model affected the way they and others at their company work? Are they using more or new technology to work collaboratively and communicate? What have they done to maintain productivity in new work environments? What has their company done to make transitions easier (more flexibility with core hours, understanding about childcare during the day, etc.)? Share your experience with distance, hybrid, and in-person learning and what you've been doing to help students adapt to new learning environments.
  
19. How has the work environment changed since the Covid-19 pandemic?

### Guide

20. How does your Business Partner motivate employees and colleagues to work effectively in their jobs? How would they motivate a student to work effectively in school or at work?
21. What is the culture like at your Business Partner's company? What recommendation would your Business Partner give to students about the amount of weight company culture should have in deciding whether to work for a company? What are a few questions to ask an interviewer about the company culture?
22. What role does teamwork and collaboration play in your Business Partner's work environment?
23. How is your Business Partner's job likely to change in the next five years? The next ten years?
24. What are some of the difficulties your Business Partner faces in their role or industry and what motivates them to stay despite the challenges?

#### **MAINTAINING CONTACT WITH YOUR BUSINESS PARTNER**

25. Is your Business Partner willing to continue communication and/or volunteer with you? If so,
  - a. What is the best way to maintain contact with your Business Partner? Email, phone, etc.?
  - b. What lesson or unit do you teach that could incorporate engagement (video chat, Q&A, etc.) from your Business Partner?