

Job Shadowing Program and Information Packet Overview

The Oklahoma Women in Higher Education's (OKWHE) Job Shadowing Program is intended for members who would like to observe a professional who holds a position she is not only interested in, but one she could also feasibly attain within the next 5 to 7 years (given her current career track).

Job shadowing allows the OKWHE member to observe a higher education professional as he or she carries out his or her job duties on campus (or other site) over the course of one working day. Our hope is that you will be provided with a firsthand look at the skills and knowledge required to succeed in such a position, as well as to improve your understanding of leadership roles and expectations in higher education.

Enclosed is an overview of our expectations of you as the participant, as well as practical tips for making the most out of the experience.

Overview of the OKWHE

OKWHE is a volunteer organization of women working in higher education whose goal is to encourage women's leadership in the State. OKWHE is affiliated with the American Council on Education's (ACE) Inclusive Excellence Group Women's Network, and this job shadowing program initiative enhances OKWHE's ability to achieve the national goals of this Network's *Moving the Needle* initiative to increase women in leadership at America's colleges and universities, and to create awareness of the benefits/opportunities of membership in OKWHE.

Roles and Responsibilities of the OKWHE Member

- Review any materials received from the host in advance so as to be fully prepared for the day.
- Become familiar with any related regulations and philosophies of the institution.
- Follow the schedule of the day and fully participate when appropriate.
- Be prompt and demonstrate a commitment to learning and being present throughout the day.

Timelines and Schedules

Best practices in job shadowing suggest that having an hour-by-hour plan allows for the most efficient use of everyone's time, while also allowing for flexibility throughout the day. Though it has been recommended to your host to keep such a timeline, please remember that you may have to be flexible throughout the day.

You will contact your job host directly to set up a mutually agreed upon day to complete the job shadowing experience.

Recommendations for a Successful Day

Be prepared to:

- Follow the full and detailed schedule your host has put in place for the day, noting that having as little downtime as possible is typically desired by the participant (so you can make the most of being in your host's company).
- Receive a schedule of the day's activities in advance so that you know what to expect for the day, including logistic information such as where to park, details on lunch plans, etc.
- Read/review any related materials your host sends to you beforehand. For example, if you will be accompanying him/her to a meeting, perhaps you might be sent an agenda and any supporting materials so that you will have some context (allowing you to get as much out of the meeting as possible).
- Be involved in the planning for the day, as you might be asked in advance what you would like to do/participate in.
- Shadow other members of your host's team so that you are exposed to different parts of his/her department/division
- Take information home, such as resources for further study into the position, etc.
- Go on a brief tour of the workplace and to be introduced to his/her other employees. This way, you will understand how various departments work together and how each job contributes to the overall function of the institution.

Possible Activities in which your Host May Include You

- Attend a regularly-scheduled staff or professional meeting.
- Take a tour of other parts of campus (outside his/her division).
- Arrange a visit with other members of the staff.
- Play with/use any applicable technology.
- Visit with students affiliated with your department.
- Assist with his/her job duties.

- Arrange for you to shadow additional team members.
- Attend recreational and/or cultural activities on campus.
- Arrange a group activity involving many members on campus, such as a lunch outing.
- Allow you to listen in on a conference (or other) call.
- Research a particular topic relevant to your work.
- Assist a student or other staff member on campus.

Suggested Questions/Topics of Conversation

- Obstacles encountered on the way to your career, and how you overcame them.
- Relevant educational opportunities that you took advantage of which helped you attain this position.
- How did you become interested in the educational industry and/or in your current position?
- What is your educational background and how did it help guide you to where you are today?
- Describe the jobs you had leading up to your current position.
- What do you like most about your job?
- What do you dislike your job?
- What about the job did you not expect?
- What are the next steps in your career?
- Why did you decide to become a.....?
- How much and what kind of control do you have about decisions made regarding...?
- What do you wish you had known looking back over your career (asking him/her to specifically reflect on the time in his/her life when he/she was at your level)?
- Don't forget to let your host know things about you such as: What about this position interests you? Where do you see yourself in 5 years?

Experience Expectations

We expect that:

- Job shadowing will help you focus on your future and on setting academic and career goals.
- After the job shadowing experience, you should have a clearer idea as to whether or not you will pursue the host' position in the future.
- You will gain new perspectives on your own education and potential.
- The job shadowing experience should be a positive one, with the understanding that all aspects of the position may be discussed (both the highs and lows).
- You should have the opportunity to be actively involved in the day, as opposed to being just a passive observer.
- The host will be willing to provide feedback to you related to your career goals and how the day went.
- Conversations between you and the job shadow host should help highlight the connection between the member's current position and the one to which you aspire (e.g., the job shadow host' position).

Confidentiality

- Nothing that you share with the host will be discussed with anyone except the OKWHE Job Shadowing Coordinating Committee (if applicable). Similarly, nothing the host shares with you (or that you overhear/observe) will be discussed with anyone except the OKWHE Job Shadowing Coordinating Committee (if applicable).

Program Follow-Up and Feedback

- You will receive a questionnaire after the job shadowing experience, and will be asked to provide feedback to the OKWHE board related to the job shadowing program and your specific experience.
- You will serve on a panel as part of the annual fall Oklahoma Women in Higher Education Conference along with others who have participated in this program. The purpose of the panel will be to share with others around the state your job shadowing experiences.