Job Shadowing Program Guidance Document

Introduction: Job shadowing is a professional, career development and exploration activity that offers the opportunity to spend time with a more senior professional currently working in a person’s field of interest. Junior officers who shadow get to observe the day-to-day activities of someone in the current workforce and also get a chance to actively engage with more senior officers. Senior officers are able to offer their unique experience and insight with junior officers in an enriching manner. Job shadowing is a brief commitment that can have a significant impact on participants. Beyond allowing participants to increase their understanding of the responsibilities of a senior officer, it also links senior officers with junior officers with the potential for future mentorship at their own discretion.

Concept and Mission: A job shadowing program encourages senior and junior officer interactions. It also provides junior officers an opportunity to experience a particular career opportunity which can assist in their professional development.

Purpose of Guidance Document: To identify the responsibilities and expectations of each officer who volunteers for the Job Shadowing Program.

Definitions:

Job Shadowing Facilitator: Senior officer who engages a fellow officer in exploring a career opportunity during the Job Shadowing Program.

Job Shadowing Participant: Junior officer who is seeking guidance on a particular career opportunity through the Job Shadowing Program.

I. Scope of Job Shadowing Program
   - Time Commitment – One work day for actual shadowing. Extended interaction is at the discretion of the facilitator and participant.
   - Location – Available nationwide.
   - Matching – A Job Shadowing Participant will be matched with a Job Shadowing Facilitator based upon the responses in the enrollment forms. The match is made taking into account availability, geographic location, similar career interests, and USPHS activities.

II. Responsibilities of the Job Shadowing Facilitator include, but are not limited to:
   - Providing a tour of the workplace.
   - Discussing the roles and responsibilities of the position.
   - Discussing the training involved to acquire the position.
   - Providing debrief at the end of the day to answer questions.
   - Completing an online survey about shadowing day experience.

III. Responsibilities of the Job Shadowing Participant include, but are not limited to:
   - Researching basic information about the career opportunity before shadowing day event.
   - Making contact with the Job Shadowing Facilitator at least 1 week prior to the shadowing day event to confirm availability, meeting time, and location.
   - Arriving on time.
   - Asking questions.
   - Completing an online survey about shadowing day experience.