



**PROFESSIONAL DEVELOPMENT COMMITTEE**  
**Job Shadowing Program Subcommittee**  
UNITED STATES PUBLIC HEALTH SERVICE

**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.