

# FAQ

## Job Shadows Information for Students

**Q: Who can apply for a job shadowing experience?**

A: Any student who is 16 (sophomore) and older. It is your responsibility for providing your own transportation to and from the job shadow. (Please note you must be in good academic and attendance standing.)

**Q: How does someone apply for a job shadow?**

A: A student must complete the Iowa Valley Job Shadow Application and have all the appropriate signatures (parents and school official) and return the form to the Iowa Valley Intermediary. Applications are available online ([www.IVIntermediary.com](http://www.IVIntermediary.com)) or in the high school counselor's office.

**Q: How many times can you apply for a job shadow?**

A: We ask that they only apply once a semester.

**Q: Can you choose the business you would like to shadow?**

A: Yes! It is very helpful for you to write down information regarding a specific business or possible host on your application. We ask that you let us know what dates and times are best for us to schedule your job shadow. All information provided will help speed the process.

**Q: How quickly will I be placed in a job shadow?**

A: We try to place you into a job shadow experience as quickly as possible but there are circumstances that can delay placement. Communication with the student, difficulty finding a local business host or just waiting to hear from the business host could be reasons for a delay in placement. Your Iowa Valley Intermediary will keep you informed regarding any delays.

**Q: Is there additional paperwork I need to complete for a job shadow experience?**

A: Yes, for some job shadow experiences, there is additional paperwork that needs to be completed (ex. Healthcare and Law Enforcement). The Iowa Valley Intermediary will be able to share the additional paperwork that needs to be completed prior to placement. (Note: this can delay placing)

**Q: How does the Iowa Valley Intermediary communicate with me?**

A: All communication with you is done via email. Once the Iowa Valley Intermediary has received your job shadow application, an initial welcome email is sent to you and the school counselor/teacher. All subsequent communication will be done via email. (There are times when we will reach out to you via text, but this is not the standard.) It is extremely important for you to read your emails. If you do not reply to additional emails in a timely manner, your application may be canceled. You are always welcome to reapply for a job shadowing experience at any time.

- Q: How will I know where to go for their job shadowing experience?**
- A: The Iowa Valley Intermediary will send a confirmation email to you and your school counselor/teacher prior to the experience. The email will include the name and location of your business host. Additional information including dress code, job shadow handbook, business website and gentle reminders are mentioned in the confirmation email. It is important that you take the time to read the email and respond accordingly to your Iowa Valley Intermediary.
- Q: How long is a typical job shadow?**
- A: Each job shadow is different based on the business and/or career field. Typically, job shadows are between 2-4 hours in length. However, some are not located in the actual workplace due to confidentiality (HIPAA) regulations. For these careers, we offer informational interviews at a neutral site for both student and business host.
- Q: Will I be sent an email reminder prior to their job shadowing experience?**
- A: Yes, you will receive a reminder email/and or text the day before their job shadow.
- Q: What happens when I can no longer attend the job shadow experience?**
- A: It is your responsibility to notify the Iowa Valley Intermediary AND the business host as soon as possible. A request to reschedule the experience can be made at this time.
- Q: What happens if I don't show up for my scheduled job shadow?**
- A: If you are unable to attend the scheduled shadow for any reason, it is your responsibility to contact both the business and the Intermediary Coordinator. If you do not contact the business host or Intermediary, you may not be able to participate in future job shadowing experiences.

**Q: How do I request a guest speaker or a business tour?**

A: You can find our on-line fillable form by going to: [www.IVIntermediary.comowa](http://www.IVIntermediary.comowa) – **Schedule an Interactive Speaker or Business Tour.** Once you submit the form, the Iowa Valley Intermediary will contact you to confirm the information.

**Q: How much advance notice do you need to schedule a tour or guest speaker?**

A: We ask that you let us know as soon as possible so we have enough time to contact employers. A minimum of 2 weeks prior to the date is sufficient.

**Q: Do you have information I can share with my class prior to a business tour?**

A: We have information in the School Resource Guide that will be helpful to discuss with your students about prior to your tour or guest speaker. Please contact your Iowa Valley Intermediary regarding presenting to your class about expectations for a business tour or job shadow. The more informed the students are, the better their experience will be. We are happy to share information with students!