



NWILED Job Shadow Program

Overview - Requirements & Expectations

‘Some of the best classrooms have no walls!’

The NWILED Job Shadow Program accepts inquiries for a job shadow on a rolling basis, and potential applicants may inquire at any time. NWILED works with the participants to learn their career interests so they can be best placed at a NWILED member's place of business.

Applicant Requirements:

1. All applicants must be 18 years of age or older at the time of their job shadow.
 - a. Those younger than 18 will be considered on a case-by-case basis.
2. All applicants must submit a completed **Job Shadow Verification Form** to NWILED prior to their job shadow date.
3. All applicants must submit a completed **Job Shadow Questionnaire** at the conclusion of their job shadow to NWILED to receive a certificate of achievement.
4. Applicants must provide their own transportation to their job shadow.
5. Applicants must commit to a 3-4-hour period at a business or organization.
6. Applicants may partake in more than one job shadow, but if they wish to do so it must be to explore separate industries and not with the same business or organization.

Business Expectations:

1. Sign off on the **Job Shadow Verification Form** prior to the job shadow.
2. Be willing to sign a **NWILED Work Based Learning Job Shadow Agreement**.
3. Be willing to dedicate up to 4 hours of staff time per job shadow.
4. Assume all legal responsibility of the job shadow participant while they are onsite.

School Expectations:

High schools located in Carroll and Jo Daviess counties may nominate one of their students for a job shadow. Based upon their average class sizes, and the fact this program is open to all job seekers, Jo-Carroll high schools are allotted a set number of slots per school year.

1. Scales Mound = 2
2. East Dubuque = 2
3. West Carroll = 2
4. River Ridge = 2
5. Warren = 2
6. Chadwick-Milledgeville = 3
7. Stockton = 3
8. Eastland = 3
9. Galena = 3

Total = 22 school slots + TBD public