

## **Job Shadowing – Top Tips**

Job shadowing can provide a unique opportunity to find out about how other people in the Trust work. Below are a few tips to help you through the job shadowing process. They should be read in conjunction with the Job Shadowing Policy.

### **What do I need to take part?**

- An outline knowledge of what job shadowing is
- A willingness to learn
- A day or so to invest in your continuing professional development
- Permission from your line manager
- Ability, time and willingness to fill in a simple form afterwards to tell us about your experiences
- An idea of whom/which role you would like to shadow

### **Things for the Shadow Candidate and Shadow Host to discuss before any visit**

- What do you want to get out of the experience / what are your objectives?
- Are there specific aspects of the role that you are especially interested in? If so it may be useful to let the Shadow Host know beforehand so that, where possible, he/she can plan accordingly.
- Have you got any particular questions that you want to discuss?
- How will you use the information that you gain to inform your own practise?
- How will the job shadowing exercise fit with your development needs generally?

### **Tips for the Shadow Candidate**

- Look for how elements of the role are connected. Observing and understanding such connections will improve your perspective of the job.
- Watch the process as well as the task
- Beyond shadowing formal tasks and procedures, watch informal roles, interactions and 'everyday' activities
- As an observer or even a participant be sensitive to how you may affect the situation
- Occasionally you will have no idea what is happening, or you'll feel unsure, bored or self-conscious. These are the times when there is most to learn.

### **Tips for the Shadow Host**

- Plan beforehand to clarify purpose
- Manage time requirements
- Check the involvement of others
- Let others know what is happening
- Get permission from anyone else involved in the process i.e. if attending meetings etc.
- Provide the shadow with a "running commentary" to explain what is happening
- Remember, the shadow candidate can offer a unique interpretation of what your job involves.