

# JOB SHADOWING and MENTORING

**Job shadowing** refers to spending a day or longer accompanying someone in their work place to observe and learn what a particular job or occupation consists of. This experience requires that the person who is shadowing does not interfere with the person being observed and conducts themselves in a way that is appropriate to the work place. It is a good step to take after an occupational interview. Job shadowing opportunities may be available through particular programs offered through Boards of Trade or Chambers of Commerce, Professional Associations, individual employers, or educational institutions if you are a student.

There are several benefits to a job shadowing experience:

- First-hand familiarity with an occupation
- Learning work habits
- Interview preparation
- Exposure to an employer
- Advice and information from an experienced worker
- Assessment of a particular labour market

**Mentoring** is the matching of an experienced worker with one who has less or no experience. This may be for the purpose of career exploration or development and is similar to job shadowing in some ways except that, typically, it is more in-depth, continues for longer, and involves more interaction between the two people involved.

The advantages are similar to those offered by job shadowing but are increased in both scope and depth by the greater length of the experience.

## Characteristics of a good mentor

- Employed with the organization for a period of time
- Knows the organization for which he/she works
- Committed to the role of mentor and to the person being mentored
- Listens well
- Is approachable
- Is a good role model
- Gives constructive feedback

## Characteristics of a person suited to receive mentoring

- Listens well
- Willing to learn and accept advice
- Approaches new situations with curiosity and an open mind
- Willing to commit to the mentoring process
- Has interest in the area in which he/she is receiving mentoring

Mentoring opportunities may be available through particular programs offered through Boards of Trade or Chambers of Commerce, Professional Associations, individual employers, or educational institutions if you are a student. If you are considering self employment then various agencies offering assistance in this area offer mentoring programs.