



BEST BUDDIES JOBS SHADOWING DAY

Purpose: To learn more about the Best Buddies Jobs program, how you can support your buddy and chapter members in determining their plan for after high school, and supporting the Best Buddies mission of inclusion. Over the course of the day you will be able to see Best Buddies Jobs participants on the job, meet with one of our employers, and learn from the Best Buddies Employment Consultant.

If you do not have the Best Buddies Jobs program in your state, there is an opportunity to create a Life Skills Transition Program experience with the same outcomes.

Let's Get Started:

Connect with Best Buddies Staff

1

Reach out to your Best Buddies state office to determine if there is a Best Buddies Jobs program in your state. If so, let them know you would like to host a shadowing day for your chapter. They will help your chapter coordinate the logistics with a Best Buddies employer. If not, discuss with the Best Buddies staff how you could host a Job shadowing day for your school and how you can connect with a company that would be willing to support Best Buddies. You can also discuss what a Life Skills Transition experience day would look like.

Notify Your School

Connect with your chapter's advisor to obtain school administration approval. Once you receive approval, notify your chapter of the selected day of the field trip and collect RSVPs. If you are doing a Life Skills Transition experience, connect with the teachers on campus that oversee that classroom to identify a good date and time to host the experience day.

2

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Attend Shadowing Day and Follow Up

Attend the shadowing day or Life Skills Transition classroom experience with your chapter. Make sure your chapter members come prepared with potential questions to ask the BBJ participant, EC, or employer. Also, don't forget about follow up! Bring the employer or Life Skills teacher a thank you from your Best Buddies chapter.





BEST BUDDIES JOBS SHADOWING DAY CHECKLIST

BEFORE:

- Prepare two questions, per student to ask the employer or Life Skills teacher
- Plan to "dress to impress." Business casual is preferred
- Determine transportation, if needed, and ensure you arrive 15 minutes early

DAY OF AGENDA:

- Arrive at employer site or Life Skills Transitional classroom
- Host introductions between all key players (employer, volunteers, teachers) and student leaders
- Take tour of the working environment
- Ask prepared questions to employer or Life Skills teacher
- Shadow participant in the Jobs program or a student in the transition program
- Ask for a business card, if given the opportunity

AFTER:

- Follow up with an email thanking the employer, teacher and employee for the experience. Use the information on their business card
- Take time to reflect and discuss your path after high school with fellow chapter members

