

IDAHO STANDARDS FOR HIGH-QUALITY WORK-BASED LEARNING

<p>Job Shadowing: A short-term experience where an individual learns through observation what it is like to perform a certain type of work by accompanying an experienced worker as they perform the targeted job. Individuals can use the information gained from a job-shadow experience to determine if a general career field is of interest to them.</p>		
Outcomes	<p>Low</p> <p>High</p> <p>Low</p> <p>Low</p> <p>High</p>	<ul style="list-style-type: none"> • Individual earns wages and/or academic credit and/or industry credential. • Individual increases knowledge of occupation, career field, and/or industry. • Individual is provided with opportunities for networking within the organization and/or industry. • Individual demonstrates growth in industry knowledge, technical skills required for an occupation, and essential skills (such as teamwork, communication, and accountability) according to assessments, reflections, portfolios, performance evaluations, and/or other tools. • Individual and employer have positive* customer experience as evidenced in feedback and evaluations.
How important is it that organization serving individuals provide the following services for those engaged in job shadowing?	<p>Low</p> <p>Low</p> <p>High</p> <p>High</p> <p>Med</p> <p>High</p> <p>High</p> <p>Low</p> <p>Low</p> <p>High</p>	<ul style="list-style-type: none"> • Work with employers to identify needed skills and develop job descriptions outlining relevant, rigorous, and age-appropriate tasks and projects which allow individual to practice a variety of professional, academic, and technical skills. • Ensure individual is prepared with regard to essential skills and required technical skills; if applicable, deliver pre-WBL curriculum and/or orientation to prepare individual. • Screen applicants and facilitate interviews/placements. • Support supervisors and individual during WBL experience as primary point of contact. • Conduct a minimum of one site visit and one check-in call to ensure quality and appropriateness of placement. • Establish and make individual aware of clear process and protocol for intervention in the case of a conflict or issue. • Develop and ensure completion of supervisor and individual evaluations. • Manage payroll and liability logistics (if applicable). • Award academic credit to individual. • Intentionally connect WBL experience to career education pathway, Individualized Learning Plan (ILP), and/or academic curriculum.
How important is it that employers engaged in job shadowing provide the following:	<p>High</p> <p>Low</p> <p>High</p> <p>Med</p> <p>Med</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> • Recruit supervisors and mentors. • With assistance from individual-serving organization and/or intermediary, develop clear job description outlining relevant, rigorous, and age-appropriate tasks and projects which allow individuals to practice a variety of professional, academic, and technical skills. • Verify that individual meets all safety regulations and labor laws. • Help interview and select individual. • Provide a supervisor to onboard individual and meet regularly with individual to provide feedback and assess progress. • Complete evaluations (at least midpoint and final) tied to measurable outcomes and skills outlined in the job description to evaluate individual performance and progress. • Provide individual access to a professional mentor to guide him/her in career goals. • Integrate individual into company teams and facilitate regular engagement with employees. • Provide opportunities for individual to have ownership of distinct projects in addition to day-to-day work. • Pay wages to individual.
How important is it that individuals engaged in job shadowing receive the following:	<p>Med</p> <p>High</p> <p>High</p> <p>High</p>	<ul style="list-style-type: none"> • Successfully complete application and/or work readiness training prior to the WBL experience. • Demonstrate competency in essential skills, such as arriving to work on time, dressing and communicating professionally, adhering to deadlines, etc. • Reflect on experience and learning. • Complete WBL evaluation.

*A positive experience for the individual may include that they are no longer interested in the occupation/industry.

<p>Externships: Provide existing employees an opportunity, outside the existing job (and potentially outside the industry), to broaden awareness and gain content knowledge. This type of WBL is provided to teachers and career counselors through the WDC/STEM AC Teacher Externship program.</p>		
Outcomes	<p>High</p> <p>High</p> <p>High</p> <p>High</p> <p>High</p>	<ul style="list-style-type: none"> • Individual earns wages and/or academic credit and/or industry credential. • Individual increases knowledge of occupation, career field, and/or industry. • Individual is provided with opportunities for networking within the organization and/or industry. • Individual demonstrates growth in industry knowledge, technical skills required for an occupation, and essential skills (such as teamwork, communication, and accountability) according to assessments, reflections, portfolios, performance evaluations, and/or other tools. • Individual and employer have positive customer experience as evidenced in feedback and evaluations.

Note: Column number two indicates the level of importance given for the outcome or expectation listed in column 3. A Low, Medium, or High mark is a recommendation of how important any given items is as it relates to the work-based learning activity.

How important is it that organization serving individuals provide the following services for those engaged in job shadowing?	High Med High High High High Low Med High	<ul style="list-style-type: none"> • Work with employers to identify needed skills and develop job descriptions outlining relevant, rigorous, and age-appropriate tasks and projects which allow individual to practice a variety of professional, academic, and technical skills. • Ensure individual is prepared with regard to essential skills and required technical skills; if applicable, deliver pre-WBL curriculum and/or orientation to prepare individual. • Screen applicants and facilitate interviews/placements. • Support supervisors and individual during WBL experience as primary point of contact. • Conduct a minimum of one site visit and one check-in call to ensure quality and appropriateness of placement. • Establish and make individual aware of clear process and protocol for intervention in the case of a conflict or issue. • Develop and ensure completion of supervisor and individual evaluations. • Manage payroll and liability logistics (if applicable). • Award academic credit to individual. • Intentionally connect WBL experience to career education pathway, Individualized Learning Plan (ILP), and/or academic curriculum.
How important is it that employers engaged in job shadowing provide the following:	High High High High High High High High High	<ul style="list-style-type: none"> • Recruit supervisors and mentors. • With assistance from individual-serving organization and/or intermediary, develop clear job description outlining relevant, rigorous, and age-appropriate tasks and projects which allow individuals to practice a variety of professional, academic, and technical skills. • Verify that individual meets all safety regulations and labor laws. • Help interview and select individual. • Provide a supervisor to onboard individual and meet regularly with individual to provide feedback and assess progress. • Complete evaluations (at least midpoint and final) tied to measurable outcomes and skills outlined in the job description to evaluate individual performance and progress. • Provide individual access to a professional mentor to guide him/her in career goals. • Integrate individual into company teams and facilitate regular engagement with employees. • Provide opportunities for individual to have ownership of distinct projects in addition to day-to-day work. • Pay wages to individual.
How important is it that individuals engaged in job shadowing receive the following:	High High High High	<ul style="list-style-type: none"> • Successfully complete application and/or work readiness training prior to the WBL experience. • Demonstrate competency in essential skills, such as arriving to work on time, dressing and communicating professionally, adhering to deadlines, etc. • Reflect on experience and learning. • Complete WBL evaluation.

Work Experience: Paid or volunteer work to gain exposure to professional working environments and develop workplace readiness skills.		
Outcomes	Med High High High High	<ul style="list-style-type: none"> • Individual earns wages and/or academic credit and/or industry credential. • Individual increases knowledge of occupation, career field, and/or industry. • Individual is provided with opportunities for networking within the organization and/or industry. • Individual demonstrates growth in industry knowledge, technical skills required for an occupation, and essential skills (such as teamwork, communication, and accountability) according to assessments, reflections, portfolios, performance evaluations, and/or other tools. • Individual and employer have positive customer experience as evidenced in feedback and evaluations.
How important is it that organization serving individuals provide the following services for those engaged in job shadowing?	High High Med High High High Med High High	<ul style="list-style-type: none"> • Work with employers to identify needed skills and develop job descriptions outlining relevant, rigorous, and age-appropriate tasks and projects which allow individual to practice a variety of professional, academic, and technical skills. • Ensure individual is prepared with regard to essential skills and required technical skills; if applicable, deliver pre-WBL curriculum and/or orientation to prepare individual. • Screen applicants and facilitate interviews/placements. • Support supervisors and individual during WBL experience as primary point of contact. • Conduct a minimum of one site visit and one check-in call to ensure quality and appropriateness of placement. • Establish and make individual aware of clear process and protocol for intervention in the case of a conflict or issue. • Develop and ensure completion of supervisor and individual evaluations. • Manage payroll and liability logistics (if applicable). • Coordinate award of academic credit to individual. • Intentionally connect WBL experience to career education pathway, Individualized Learning Plan (ILP), and/or academic curriculum.

Note: Column number two indicates the level of importance given for the outcome or expectation listed in column 3. A Low, Medium, or High mark is a recommendation of how important any given items is as it relates to the work-based learning activity.

How important is it that employers engaged in job shadowing provide the following:	High	<ul style="list-style-type: none"> Recruit supervisors and mentors. With assistance from individual-serving organization and/or intermediary, develop clear job description outlining relevant, rigorous, and age-appropriate tasks and projects which allow individuals to practice a variety of professional, academic, and technical skills. Verify that individual meets all safety regulations and labor laws. Help interview and select individual. Provide a supervisor to onboard individual and meet regularly with individual to provide feedback and assess progress. Complete evaluations (at least midpoint and final) tied to measurable outcomes and skills outlined in the job description to evaluate individual performance and progress. Provide individual access to a professional mentor to guide him/her in career goals. Integrate individual into company teams and facilitate regular engagement with employees. Provide opportunities for individual to have ownership of distinct projects in addition to day-to-day work. Pay wages to individual.
	High	
	High	
	Med	
	High	
How important is it that individuals engaged in job shadowing receive the following:	High	<ul style="list-style-type: none"> Successfully complete application and/or work readiness training prior to the WBL experience. Demonstrate competency in essential skills, such as arriving to work on time, dressing and communicating professionally, adhering to deadlines, etc. Reflect on experience and learning. Complete WBL evaluation.
	High	
	High	
	High	

Mentorship: A relationship where an experienced person in a company or educational institution provides guidance for an individual regarding postsecondary options, career exploration, and/or work experience.		
Outcomes	Low	<ul style="list-style-type: none"> Individual earns wages and/or academic credit and/or industry credential. Individual increases knowledge of occupation, career field, and/or industry. Individual is provided with opportunities for networking within the organization and/or industry. Individual demonstrates growth in industry knowledge, technical skills required for an occupation, and essential skills (such as teamwork, communication, and accountability) according to assessments, reflections, portfolios, performance evaluations, and/or other tools. Individual and employer have positive customer experience as evidenced in feedback and evaluations.
	High	
	Med	
	High	
	High	
How important is it that organization serving individuals provide the following services for those engaged in job shadowing?	High	<ul style="list-style-type: none"> Work with employers to identify needed skills and develop job descriptions outlining relevant, rigorous, and age-appropriate tasks and projects which allow individual to practice a variety of professional, academic, and technical skills. Ensure individual is prepared with regard to essential skills and required technical skills; if applicable, deliver pre-WBL curriculum and/or orientation to prepare individual. Screen applicants and facilitate interviews/placements. Support supervisors and individual during WBL experience as primary point of contact. Conduct a minimum of one site visit and one check-in call to ensure quality and appropriateness of placement. Establish and make individual aware of clear process and protocol for intervention in the case of a conflict or issue. Develop and ensure completion of supervisor and individual evaluations. Manage payroll and liability logistics (if applicable). Award academic credit to individual. Intentionally connect WBL experience to career education pathway, Individualized Learning Plan (ILP), and/or academic curriculum.
	Low	
	High	
	Low	
	Low	
How important is it that employers engaged in job shadowing provide the following:	High	<ul style="list-style-type: none"> Recruit supervisors and mentors. With assistance from individual-serving organization and/or intermediary, develop clear job description outlining relevant, rigorous, and age-appropriate tasks and projects which allow individuals to practice a variety of professional, academic, and technical skills. Verify that individual meets all safety regulations and labor laws. Help interview and select individual. Provide a supervisor to onboard individual and meet regularly with individual to provide feedback and assess progress. Complete evaluations (at least midpoint and final) tied to measurable outcomes and skills outlined in the job description to evaluate individual performance and progress. Provide individual access to a professional mentor to guide him/her in career goals. Integrate individual into company teams and facilitate regular engagement with employees. Provide opportunities for individual to have ownership of distinct projects in addition to day-to-day work. Pay wages to individual.
	High	
	High	
	Med	
	High	
	High	
	High	
	Low	
Low		

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How important is it that individuals engaged in job shadowing receive the following:	Low	<ul style="list-style-type: none"> • Successfully complete application and/or work readiness training prior to the WBL experience. • Demonstrate competency in essential skills, such as arriving to work on time, dressing and communicating professionally, adhering to deadlines, etc. • Reflect on experience and learning. • Complete WBL evaluation.
	High	
	High	
	High	

Internships: A paid or unpaid experience for an individual in which they work within an organization to gain professional experience for which they may or may not receive academic credit.		
Outcomes	High High High High High	<ul style="list-style-type: none"> • Individual earns compensation and/or academic credit and/or industry credential. • Individual increases knowledge of occupation, career field, and/or industry. • Individual is provided with opportunities for networking within the organization and/or industry. • Individual demonstrates growth in industry knowledge, technical skills required for an occupation, and essential skills (such as teamwork, communication, and accountability) according to assessments, reflections, portfolios, performance evaluations, and/or other tools. • Individual and employer have positive customer experience as evidenced in feedback and evaluations.
How important is it that organization serving individuals provide the following services for those engaged in job shadowing?	High Med Med High High High High Low Med High	<ul style="list-style-type: none"> • Work with employers to identify needed skills and develop job descriptions outlining relevant, rigorous, and age-appropriate tasks and projects which allow individual to practice a variety of professional, academic, and technical skills. • Ensure individual is prepared with regard to essential skills and required technical skills; if applicable, deliver pre-WBL curriculum and/or orientation to prepare individual. • Screen applicants and facilitate interviews/placements. • Support supervisors and individual during WBL experience as primary point of contact. • Conduct a minimum of one site visit and one check-in call to ensure quality and appropriateness of placement. • Establish and make individual aware of clear process and protocol for intervention in the case of a conflict or issue. • Develop and ensure completion of supervisor and individual evaluations. • Manage payroll and liability logistics (if applicable). • Award academic credit to individual. • Intentionally connect WBL experience to career education pathway, Individualized Learning Plan (ILP), and/or academic curriculum.
How important is it that employers engaged in job shadowing provide the following:	High High High High High High Med Med Med High	<ul style="list-style-type: none"> • Recruit supervisors and mentors. • With assistance from individual-serving organization and/or intermediary, develop clear job description outlining relevant, rigorous, and age-appropriate tasks and projects which allow individuals to practice a variety of professional, academic, and technical skills. • Verify that individual meets all safety regulations and labor laws. • Help interview and select individual. • Provide a supervisor to onboard individual and meet regularly with individual to provide feedback and assess progress. • Complete evaluations (at least midpoint and final) tied to measurable outcomes and skills outlined in the job description to evaluate individual performance and progress. • Provide individual access to a professional mentor to guide him/her in career goals. • Integrate individual into company teams and facilitate regular engagement with employees. • Provide opportunities for individual to have ownership of distinct projects in addition to day-to-day work. • Pay wages to individual.
How important is it that individuals engaged in job shadowing receive the following:	High High High High	<ul style="list-style-type: none"> • Successfully complete application and/or work readiness training prior to the WBL experience. • Demonstrate competency in essential skills, such as arriving to work on time, dressing and communicating professionally, adhering to deadlines, etc. • Reflect on experience and learning. • Complete WBL evaluation.
Clinical: An experience, similar to an internship, but typically found in health career preparation programs, where an individual observes and treats patients with oversight from a professional.		
Outcomes	High High High	<ul style="list-style-type: none"> • Individual earns compensation and/or academic credit and/or industry credential. • Individual increases knowledge of occupation, career field, and/or industry. • Individual is provided with opportunities for networking within the organization and/or industry.

Note: Column number two indicates the level of importance given for the outcome or expectation listed in column 3. A Low, Medium, or High mark is a recommendation of how important any given items is as it relates to the work-based learning activity.

	High	<ul style="list-style-type: none"> Individual demonstrates growth in industry knowledge, technical skills required for an occupation, and essential skills (such as teamwork, communication, and accountability) according to assessments, reflections, portfolios, performance evaluations, and/or other tools.
	High	<ul style="list-style-type: none"> Individual and employer have positive customer experience as evidenced in feedback and evaluations.
How important is it that organization serving individuals provide the following services for those engaged in job shadowing?	High	<ul style="list-style-type: none"> Work with employers to identify needed skills and develop job descriptions outlining relevant, rigorous, and age-appropriate tasks and projects which allow individual to practice a variety of professional, academic, and technical skills.
	High	<ul style="list-style-type: none"> Ensure individual is prepared with regard to essential skills and required technical skills; if applicable, deliver pre-WBL curriculum and/or orientation to prepare individual.
	High	<ul style="list-style-type: none"> Screen applicants and facilitate interviews/placements.
	High	<ul style="list-style-type: none"> Support supervisors and individual during WBL experience as primary point of contact.
	High	<ul style="list-style-type: none"> Conduct a minimum of one site visit and one check-in call to ensure quality and appropriateness of placement.
	High	<ul style="list-style-type: none"> Establish and make individual aware of clear process and protocol for intervention in the case of a conflict or issue.
	High	<ul style="list-style-type: none"> Develop and ensure completion of supervisor and individual evaluations.
	Low	<ul style="list-style-type: none"> Manage payroll and liability logistics (if applicable).
	High	<ul style="list-style-type: none"> Award academic credit to individual.
	High	<ul style="list-style-type: none"> Intentionally connect WBL experience to career education pathway, Individualized Learning Plan (ILP), and/or academic curriculum.
How important is it that employers engaged in job shadowing provide the following:	High	<ul style="list-style-type: none"> Recruit supervisors and mentors.
	High	<ul style="list-style-type: none"> With assistance from individual-serving organization and/or intermediary, develop clear job description outlining relevant, rigorous, and age-appropriate tasks and projects which allow individuals to practice a variety of professional, academic, and technical skills.
	High	<ul style="list-style-type: none"> Verify that individual meets all safety regulations and labor laws.
	High	<ul style="list-style-type: none"> Help interview and select individual.
	High	<ul style="list-style-type: none"> Provide a supervisor to onboard individual and meet regularly with individual to provide feedback and assess progress.
	High	<ul style="list-style-type: none"> Complete evaluations (at least midpoint and final) tied to measurable outcomes and skills outlined in the job description to evaluate individual performance and progress.
	High	<ul style="list-style-type: none"> Provide individual access to a professional mentor to guide him/her in career goals.
	High	<ul style="list-style-type: none"> Integrate individual into company teams and facilitate regular engagement with employees.
	High	<ul style="list-style-type: none"> Provide opportunities for individual to have ownership of distinct projects in addition to day-to-day work.
	High	<ul style="list-style-type: none"> Pay wages to individual.
How important is it that individuals engaged in job shadowing receive the following:	High	<ul style="list-style-type: none"> Successfully complete application and/or work readiness training prior to the WBL experience.
	High	<ul style="list-style-type: none"> Demonstrate competency in essential skills, such as arriving to work on time, dressing and communicating professionally, adhering to deadlines, etc.
	High	<ul style="list-style-type: none"> Reflect on experience and learning.
	High	<ul style="list-style-type: none"> Complete WBL evaluation.
<p>Pre-apprenticeships: Pre-apprenticeships are designed to prepare individuals to enter and succeed in an apprenticeship and ultimately a career. Pre-apprenticeship programs offer participants structured training opportunities to prepare them for entry into a Registered Apprenticeship Program. Pre-apprentices learns basic technical and job-readiness skills.</p>		
Outcomes	High	<ul style="list-style-type: none"> Individual earns compensation and/or academic credit and/or industry credential.
	High	<ul style="list-style-type: none"> Individual increases knowledge of occupation, career field, and/or industry.
	High	<ul style="list-style-type: none"> Individual is provided with opportunities for networking within the organization and/or industry.
	High	<ul style="list-style-type: none"> Individual demonstrates growth in industry knowledge, technical skills required for an occupation, and essential skills (such as teamwork, communication, and accountability) according to assessments, reflections, portfolios, performance evaluations, and/or other tools.
	High	<ul style="list-style-type: none"> Individual and employer have positive customer experience as evidenced in feedback and evaluations.
How important is it that organization serving individuals provide the following services for those engaged in job shadowing?	High	<ul style="list-style-type: none"> Work with employers to identify needed skills and develop job descriptions outlining relevant, rigorous, and age-appropriate tasks and projects which allow individual to practice a variety of professional, academic, and technical skills.
	High	<ul style="list-style-type: none"> Ensure individual is prepared with regard to essential skills and required technical skills; if applicable, deliver pre-WBL curriculum and/or orientation to prepare individual.
	High	<ul style="list-style-type: none"> Screen applicants and facilitate interviews/placements.
	High	<ul style="list-style-type: none"> Support supervisors and individual during WBL experience as primary point of contact.
	High	<ul style="list-style-type: none"> Conduct a minimum of one site visit and one check-in call to ensure quality and appropriateness of placement.
	High	<ul style="list-style-type: none"> Establish and make individual aware of clear process and protocol for intervention in the case of a conflict or issue.
	Low	<ul style="list-style-type: none"> Develop and ensure completion of supervisor and individual evaluations.

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	Low High High	<ul style="list-style-type: none"> • Manage payroll and liability logistics (if applicable). • Award academic credit to individual. • Intentionally connect WBL experience to career education pathway, Individualized Learning Plan (ILP), and/or academic curriculum.
How important is it that employers engaged in job shadowing provide the following:	High High High High High High High Low Low	<ul style="list-style-type: none"> • Recruit supervisors and mentors. • With assistance from individual-serving organization and/or intermediary, develop clear job description outlining relevant, rigorous, and age-appropriate tasks and projects which allow individuals to practice a variety of professional, academic, and technical skills. • Verify that individual meets all safety regulations and labor laws. • Help interview and select individual. • Provide a supervisor to onboard individual and meet regularly with individual to provide feedback and assess progress. • Complete evaluations (at least midpoint and final) tied to measurable outcomes and skills outlined in the job description to evaluate individual performance and progress. • Provide individual access to a professional mentor to guide him/her in career goals. • Integrate individual into company teams and facilitate regular engagement with employees. • Provide opportunities for individual to have ownership of distinct projects in addition to day-to-day work. • Pay wages to individual.
How important is it that individuals engaged in job shadowing receive the following:	Med High High High	<ul style="list-style-type: none"> • Successfully complete application and/or work readiness training prior to the WBL experience. • Demonstrate competency in essential skills, such as arriving to work on time, dressing and communicating professionally, adhering to deadlines, etc. • Reflect on experience and learning. • Complete WBL evaluation.

<p>Cooperative Education: Cooperative Education (commonly known as a “co-op”) represents a cooperative agreement between an employer and an educational institution. Student receives both classroom-based education and practical work experience which is typically alternated throughout the program. A "co-op" provides academic credit for structured job experience and students are generally paid by the employer during their work time. Students graduate with significant work experience.</p>		
Outcomes	High High High High High	<ul style="list-style-type: none"> • Individual earns compensation and/or academic credit and/or industry credential. • Individual increases knowledge of occupation, career field, and/or industry. • Individual is provided with opportunities for networking within the organization and/or industry. • Individual demonstrates growth in industry knowledge, technical skills required for an occupation, and essential skills (such as teamwork, communication, and accountability) according to assessments, reflections, portfolios, performance evaluations, and/or other tools. • Individual and employer have positive customer experience as evidenced in feedback and evaluations.
How important is it that organization serving individuals provide the following services for those engaged in job shadowing?	High High High High High High High High High High	<ul style="list-style-type: none"> • Work with employers to identify needed skills and develop job descriptions outlining relevant, rigorous, and age-appropriate tasks and projects which allow individual to practice a variety of professional, academic, and technical skills. • Ensure individual is prepared with regard to essential skills and required technical skills; if applicable, deliver pre-WBL curriculum and/or orientation to prepare individual. • Screen applicants and facilitate interviews/placements. • Support supervisors and individual during WBL experience as primary point of contact. • Conduct a minimum of one site visit and one check-in call to ensure quality and appropriateness of placement. • Establish and make individual aware of clear process and protocol for intervention in the case of a conflict or issue. • Develop and ensure completion of supervisor and individual evaluations. • Manage payroll and liability logistics (if applicable). • Award academic credit to individual. • Intentionally connect WBL experience to career education pathway, Individualized Learning Plan (ILP), and/or academic curriculum.
How important is it that employers engaged in job shadowing provide the following:	High High High High High	<ul style="list-style-type: none"> • Recruit supervisors and mentors. • With assistance from individual-serving organization and/or intermediary, develop clear job description outlining relevant, rigorous, and age-appropriate tasks and projects which allow individuals to practice a variety of professional, academic, and technical skills. • Verify that individual meets all safety regulations and labor laws. • Help interview and select individual. • Provide a supervisor to onboard individual and meet regularly with individual to provide feedback and assess progress.

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	High	<ul style="list-style-type: none"> Complete evaluations (at least midpoint and final) tied to measurable outcomes and skills outlined in the job description to evaluate individual performance and progress.
	High	<ul style="list-style-type: none"> Provide individual access to a professional mentor to guide him/her in career goals.
	High	<ul style="list-style-type: none"> Integrate individual into company teams and facilitate regular engagement with employees.
	High	<ul style="list-style-type: none"> Provide opportunities for individual to have ownership of distinct projects in addition to day-to-day work.
	High	<ul style="list-style-type: none"> Pay wages to individual.
How important is it that individuals engaged in job shadowing receive the following:	High	<ul style="list-style-type: none"> Successfully complete application and/or work readiness training prior to the WBL experience.
	High	<ul style="list-style-type: none"> Demonstrate competency in essential skills, such as arriving to work on time, dressing and communicating professionally, adhering to deadlines, etc.
	High	<ul style="list-style-type: none"> Reflect on experience and learning.
	High	<ul style="list-style-type: none"> Complete WBL evaluation.

On-the-Job Training (OJT): An experience where an individual who may or may not be an employee receives one-on-one training located at job site or office by a supervisor/mentor. The employer determines the skills/competencies and how they are measured. In certain cases, OJT may be referred to as Subsidized Employment if the employer receives a subsidy from federal, state or other public funds to offset some or all of the wages and costs of training the individual. The individual is paid wages and receives the same benefits as any other employee doing similar work.

Outcomes	High	<ul style="list-style-type: none"> Individual earns compensation and/or academic credit and/or industry credential.
	High	<ul style="list-style-type: none"> Individual increases knowledge of occupation, career field, and/or industry.
	Med	<ul style="list-style-type: none"> Individual is provided with opportunities for networking within the organization and/or industry.
	High	<ul style="list-style-type: none"> Individual demonstrates growth in industry knowledge, technical skills required for an occupation, and essential skills (such as teamwork, communication, and accountability) according to assessments, reflections, portfolios, performance evaluations, and/or other tools.
	High	<ul style="list-style-type: none"> Individual and employer have positive customer experience as evidenced in feedback and evaluations.
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	High	<ul style="list-style-type: none"> Ensure individual is prepared with regard to essential skills and required technical skills; if applicable, deliver pre-WBL curriculum and/or orientation to prepare individual.
	High	<ul style="list-style-type: none"> Screen applicants and facilitate interviews/placements.
	High	<ul style="list-style-type: none"> Support supervisors and individual during WBL experience as primary point of contact.
	High	<ul style="list-style-type: none"> Conduct a minimum of one site visit and one check-in call to ensure quality and appropriateness of placement.
	High	<ul style="list-style-type: none"> Establish and make individual aware of clear process and protocol for intervention in the case of a conflict or issue.
	High	<ul style="list-style-type: none"> Develop and ensure completion of supervisor and individual evaluations.
	Low	<ul style="list-style-type: none"> Manage payroll and liability logistics (if applicable).
	Low	<ul style="list-style-type: none"> Award academic credit to individual.
	High	<ul style="list-style-type: none"> Intentionally connect WBL experience to career education pathway, Individualized Learning Plan (ILP), and/or academic curriculum.
How important is it that employers engaged in job shadowing provide the following:	High	<ul style="list-style-type: none"> Recruit supervisors and mentors.
	High	<ul style="list-style-type: none"> With assistance from individual-serving organization and/or intermediary, develop clear job description outlining relevant, rigorous, and age-appropriate tasks and projects which allow individuals to practice a variety of professional, academic, and technical skills.
	High	<ul style="list-style-type: none"> Verify that individual meets all safety regulations and labor laws.
	High	<ul style="list-style-type: none"> Help interview and select individual.
	High	<ul style="list-style-type: none"> Provide a supervisor to onboard individual and meet regularly with individual to provide feedback and assess progress.
	High	<ul style="list-style-type: none"> Complete evaluations (at least midpoint and final) tied to measurable outcomes and skills outlined in the job description to evaluate individual performance and progress.
	High	<ul style="list-style-type: none"> Provide individual access to a professional mentor to guide him/her in career goals.
	High	<ul style="list-style-type: none"> Integrate individual into company teams and facilitate regular engagement with employees.
	High	<ul style="list-style-type: none"> Provide opportunities for individual to have ownership of distinct projects in addition to day-to-day work.
	High	<ul style="list-style-type: none"> Pay wages to individual.
How important is it that individuals engaged in job shadowing receive the following:	High	<ul style="list-style-type: none"> Successfully complete application and/or work readiness training prior to the WBL experience.
	High	<ul style="list-style-type: none"> Demonstrate competency in essential skills, such as arriving to work on time, dressing and communicating professionally, adhering to deadlines, etc.
	High	<ul style="list-style-type: none"> Reflect on experience and learning.
	High	<ul style="list-style-type: none"> Complete WBL evaluation.

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<p>Apprenticeships: A combination of on-the-job training (OJT) and related classroom instruction under the supervision of a skilled mentor in which the apprentice learns the practical and theoretical aspects of a highly skilled occupation. Typically, wage gains are provided based on time and/or competency and the program may result in industry recognized credential(s).</p>		
Outcomes	High High Med High High	<ul style="list-style-type: none"> Individual earns compensation and academic credit and/or industry credential. Individual increases knowledge of occupation, career field, and/or industry. Individual is provided with opportunities for networking within the organization and/or industry. Individual demonstrates growth in industry knowledge, technical skills required for an occupation, and essential skills (such as teamwork, communication, and accountability) according to assessments, reflections, portfolios, performance evaluations, and/or other tools. Individual and employer have positive customer experience as evidenced in feedback and evaluations.
How important is it that organization serving individuals provide the following services for those engaged in job shadowing?	High High High High High High Low High High	<ul style="list-style-type: none"> Work with employers to identify needed skills and develop job descriptions outlining relevant, rigorous, and age-appropriate tasks and projects which allow individual to practice a variety of professional, academic, and technical skills. Ensure individual is prepared with regard to essential skills and required technical skills; if applicable, deliver pre-WBL curriculum and/or orientation to prepare individual. Screen applicants and facilitate interviews/placements. Support supervisors and individual during WBL experience as primary point of contact. Conduct a minimum of one site visit and one check-in call to ensure quality and appropriateness of placement. Establish and make individual aware of clear process and protocol for intervention in the case of a conflict or issue. Develop and ensure completion of supervisor and individual evaluations. Manage payroll and liability logistics (if applicable). Award academic credit to individual. Intentionally connect WBL experience to career education pathway, Individualized Learning Plan (ILP), and/or academic curriculum.
How important is it that employers engaged in job shadowing provide the following:	High High High High High High High High High	<ul style="list-style-type: none"> Recruit supervisors and mentors. With assistance from individual-serving organization and/or intermediary, develop clear job description outlining relevant, rigorous, and age-appropriate tasks and projects which allow individuals to practice a variety of professional, academic, and technical skills. Verify that individual meets all safety regulations and labor laws. Help interview and select individual. Provide a supervisor to onboard individual and meet regularly with individual to provide feedback and assess progress. Complete evaluations (at least midpoint and final) tied to measurable outcomes and skills outlined in the job description to evaluate individual performance and progress. Provide individual access to a professional mentor to guide him/her in career goals. Integrate individual into company teams and facilitate regular engagement with employees. Provide opportunities for individual to have ownership of distinct projects in addition to day-to-day work. Pay wages to individual.
How important is it that individuals engaged in job shadowing receive the following:	Med High High High	<ul style="list-style-type: none"> Successfully complete application and/or work readiness training prior to the WBL experience. Demonstrate competency in essential skills, such as arriving to work on time, dressing and communicating professionally, adhering to deadlines, etc. Reflect on experience and learning. Complete WBL evaluation.

<p>Registered Apprenticeships: An industry-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers on portable nationally recognized credentials. Registered Apprenticeship is a proven model of job preparation that combines paid on-the-job learning with related instruction to progressively increase workers' skill levels and wages. In addition, apprenticeships allow employers to develop and apply industry standards to high-quality, structured training programs, therefore increasing productivity and the quality of the workforce.</p>		
Outcomes	High High High High High	<ul style="list-style-type: none"> Individual earns wages and industry credential and may earn academic credit. Individual increases knowledge of occupation, career field, and/or industry. Individual is provided with opportunities for networking within the organization and/or industry. Individual demonstrates growth in industry knowledge, technical skills required for an occupation, and essential skills (such as teamwork, communication, and accountability) according to assessments, reflections, portfolios, performance evaluations, and/or other tools. Individual and employer have positive customer experience as evidenced in feedback and evaluations.

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How important is it that organization serving individuals provide the following services for those engaged in job shadowing?	High Med Low High High High Low Low Low Low Low High	<ul style="list-style-type: none"> • Work with employers to identify needed skills and develop job descriptions outlining relevant, rigorous, and age-appropriate tasks and projects which allow individual to practice a variety of professional, academic, and technical skills. • Ensure individual is prepared with regard to essential skills and required technical skills; if applicable, deliver pre-WBL curriculum and/or orientation to prepare individual. • Screen applicants and facilitate interviews/placements. • Support supervisors and individual during WBL experience as primary point of contact. • Conduct a minimum of one site visit and one check-in call to ensure quality and appropriateness of placement. • Establish and make individual aware of clear process and protocol for intervention in the case of a conflict or issue. • Develop and ensure completion of supervisor and individual evaluations. • Manage payroll and liability logistics (if applicable). • Award academic credit to individual. • Intentionally connect WBL experience to career education pathway, Individualized Learning Plan (ILP), and/or academic curriculum.
How important is it that employers engaged in job shadowing provide the following:	High High High High High High High High High High	<ul style="list-style-type: none"> • Recruit supervisors and mentors. • With assistance from individual-serving organization and/or intermediary, develop clear job description outlining relevant, rigorous, and age-appropriate tasks and projects which allow individuals to practice a variety of professional, academic, and technical skills. • Verify that individual meets all safety regulations and labor laws. • Help interview and select individual. • Provide a supervisor to onboard individual and meet regularly with individual to provide feedback and assess progress. • Complete evaluations (at least midpoint and final) tied to measurable outcomes and skills outlined in the job description to evaluate individual performance and progress. • Provide individual access to a professional mentor to guide him/her in career goals. • Integrate individual into company teams and facilitate regular engagement with employees. • Provide opportunities for individual to have ownership of distinct projects in addition to day-to-day work. • Pay wages to individual.
How important is it that individuals engaged in job shadowing receive the following:	High High High High	<ul style="list-style-type: none"> • Successfully complete application and/or work readiness training prior to the WBL experience. • Demonstrate competency in essential skills, such as arriving to work on time, dressing and communicating professionally, adhering to deadlines, etc. • Reflect on experience and learning. • Complete WBL evaluation.

Youth Apprenticeships: Registered Apprenticeship programs for high school age youth (16-17 years-old) students that combine academic and technical classroom instruction with work experience through a Registered Apprenticeship Program (RAP). It provides the foundation for students to choose among multiple pathways after high school – to enroll in college, continue with apprenticeship program, begin alternative full-time employment, or a combination.		
Outcomes	High High Med High High	<ul style="list-style-type: none"> • Individual earns wages and industry credential and may earn academic credit. • Individual increases knowledge of occupation, career field, and/or industry. • Individual is provided with opportunities for networking within the organization and/or industry. • Individual demonstrates growth in industry knowledge, technical skills required for an occupation, and essential skills (such as teamwork, communication, and accountability) according to assessments, reflections, portfolios, performance evaluations, and/or other tools. • Individual and employer have positive customer experience as evidenced in feedback and evaluations.
How important is it that organization serving individuals provide the following services for those engaged in job shadowing?	High High High High High High Low Low Low	<ul style="list-style-type: none"> • Work with employers to identify needed skills and develop job descriptions outlining relevant, rigorous, and age-appropriate tasks and projects which allow individual to practice a variety of professional, academic, and technical skills. • Ensure individual is prepared with regard to essential skills and required technical skills; if applicable, deliver pre-WBL curriculum and/or orientation to prepare individual. • Screen applicants and facilitate interviews/placements. • Support supervisors and individual during WBL experience as primary point of contact. • Conduct a minimum of one site visit and one check-in call to ensure quality and appropriateness of placement. • Establish and make individual aware of clear process and protocol for intervention in the case of a conflict or issue. • Develop and ensure completion of supervisor and individual evaluations. • Manage payroll and liability logistics (if applicable). • Award academic credit to individual.

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	High	<ul style="list-style-type: none"> Intentionally connect WBL experience to career education pathway, Individualized Learning Plan (ILP), and/or academic curriculum.
How important is it that employers engaged in job shadowing provide the following:	High High High High High Low High Med High	<ul style="list-style-type: none"> Recruit supervisors and mentors. With assistance from individual-serving organization and/or intermediary, develop clear job description outlining relevant, rigorous, and age-appropriate tasks and projects which allow individuals to practice a variety of professional, academic, and technical skills. Verify that individual meets all safety regulations and labor laws. Help interview and select individual. Provide a supervisor to onboard individual and meet regularly with individual to provide feedback and assess progress. Complete evaluations (at least midpoint and final) tied to measurable outcomes and skills outlined in the job description to evaluate individual performance and progress. Provide individual access to a professional mentor to guide him/her in career goals. Integrate individual into company teams and facilitate regular engagement with employees. Provide opportunities for individual to have ownership of distinct projects in addition to day-to-day work. Pay wages to individual.
How important is it that individuals engaged in job shadowing receive the following:	High High Low High	<ul style="list-style-type: none"> Successfully complete application and/or work readiness training prior to the WBL experience. Demonstrate competency in essential skills, such as arriving to work on time, dressing and communicating professionally, adhering to deadlines, etc. Reflect on experience and learning. Complete WBL evaluation.

Note: Column number two indicates the level of importance given for the outcome or expectation listed in column 3. A Low, Medium, or High mark is a recommendation of how important any given items is as it relates to the work-based learning activity.