

Job Shadowing System and Checklist



Version 1

The Shadowing System



GOAL for the shadowing process: To determine if you enjoy being with the prospect for an extended time. It's also a great opportunity for the prospect to see your company in action.

The whole shadowing process should last between 2-4 hours. (use checklist below)

SHADOWING: This means...

DO NOT NEED TO pay them for their time or efforts during the session.

DO NOT NEED TO talk with them throughout the shadowing session.

DO NOT NEED TO explain what you are doing or why you are doing it.

DO NOT NEED TO teach, train, or coach them on anything.

This is just a step to allow you to spend time with the person to see their personality, their quirks, and their mannerisms... This is not a time to teach, train or get to know them better - that comes later.

DO answer any relevant questions that they have, without excess talking.

DO go about your day as usual.

DO have them shadow just you. (you can't ensure a positive shadowing experience with anyone else.)

DO follow and complete the Shadowing Checklist (on page 2)

After the shadowing:

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- If it goes well, either schedule them for a personal interview and put it on the calendar...
- If you have the time, you can do the personal interview right at the end of their shadowing.
- If it did not go well and you cannot see yourself working well with the prospect, tell them, “We will be in touch with you in the next 60 minutes if we are going to move to the next phase. If you don’t hear from us, there is no need to call or reach back out, we know what we’re looking for.”
- And move on!

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Checklist

Shadowed Employee: _____

Candidate Name: _____

Shadow Date: _____

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1. The job candidate shadows and you go about your day naturally _____
2. Do not spend time TRAINING the candidate _____
3. The goal is to see how the candidate can stay engaged with what you're doing without you talking to them the entire time _____
4. Take notice of their hustle throughout the office _____
5. Take notice of whether he or she is taking notes _____
6. In the latter half of the shadow day, give simple tasks such as pulling up documents, greeting clients, grabbing printouts. _____
7. You want the job candidate shadowing you, and only you _____
8. At the end of the day, if you feel like he or she could be a good fit, go ahead and hire them (or, at least, move them to the personal interview step). Assume it's a two-week position at the end of which you're fired and you'll want to see how he or she adjusts to learning the position. Assume a part-time start if he or she must put in a two-week notice, or is leaving a job to come work for you. _____
9. Create a polarizing environment in which they love or hate the work environment. Black or white. Avoid the _____

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