

## Policies Regarding Job Shadow Programs

*Information compiled June 6, 2005*

**The Question:** Have any of you been approached by your local high schools to participate in job shadow programs or allow high schoolers to interview personnel on site? High schools are now implementing senior projects and they come in all shapes and flavors. For this one member, it is the form of interviews and job shadow programs.

If you haven't been approached (yet), what would be your concerns about participation?

**Ben Franklin Transit** says... Time to train would be an issue; confidentiality in the HR department or accounting departments would be an issue.

**Clallam Transit** says... We don't remember anyone doing this here. We would have no objections to it being done; however, there are some jobs it would work well with and others that it wouldn't. It would work for drivers, dispatchers, maintenance workers and mechanics. IT wouldn't work so well with the office workers.

**CUBS** says... We have not been approached on this subject.

**Grays Harbor Transit** says... We have not had the local high school approach us, but we have allowed drivers and dispatchers to have family or friends students job shadow for a school project. We have never had anyone ask to job shadow in the maintenance department and I'm not sure if we would due to liability.

**Intercity Transit** says... I have not been approached by any school. Concerns right now would be just thinking about what concerns we may have.

**Island Transit** says... No we do not...

**Jefferson Transit** says... We have not been approached that I know of. No concerns other than access to confidential FTE information.

**Link Transit** says... We have, on occasion, had job shadowers who come for a day and stay with one of our employees. We haven't had anyone interview staff on site to my knowledge. We worked with a counselor from the school that sets this program up. The individual simply shadowed our employee for the day. They did not do any work, only observed.

**Mason Transit** says... We do not currently have this sort of program in place. The closest thing to it is we are setup with the local college to employ work studies. The issues we have encountered are over wages and hours available for work. Also, there seems to be a lack of interest in the program making it difficult to fill our needs.

I believe it would be a great opportunity to establish this sort of program. The issues we could encounter would be a lack of duties to assign the students. The majority of our staff are Drivers and obviously they wouldn't qualify for this sort of training/employment.

Another thing we do participate in is through WorkSource. Once each month I attend a "mock interview" workshop where job seekers can actually sit down with an HR Rep and be interviewed for a particular position. We then give constructive feedback they can use in the real world. I believe this program is highly beneficial and MTA is committed to participating. Hope this helps! Let me know if you require further information.

**Skagit Transit** says... My only concerns would be that the student be accompanied by an employee, that the student not get injured or do any damage to any person or property, and the employee not say anything to the student that could lead to trouble (i.e. offering employment favors or making discriminatory statements). I assume WSTIP insurance would cover the student as a visitor while they were on agency property, so if they were to trip and fall or something, they'd be covered.

**Spokane Transit** says... We currently allow this in all areas except coach or van drivers.

**Twin Transit** says... We have not been approached for job shadowing by any local high schools that I am aware of.

**Valley Transit** says... We have had small classes come to the transit. I have met with them and discussed our jobs and what it takes to be successful. Other than a tour they do not enter the work place or shadow.

**Whatcom Transit** says... We have not had this yet, although we do a lot of mock interviews with the high schools. We would do whatever we can to facilitate such a request.