

JOB SHADOW PROGRAM OVERVIEW

The Job Shadow Program is a way for team members to explore and learn more about other jobs and careers within Goodwill. It allows team members to spend a few hours or a day with a professional working in the team member's area of career interest. It provides the team member the opportunity to experience what the job is like and to ask questions too!

Job Shadow Participants will be able to:

- Gain awareness of the required skills for specific roles
- Improve their networking skills and apply their communication style across departments
- Develop a deeper knowledge and understanding of other roles and functions within the organization

Three Steps to Getting

1. To get started with a job shadow submit the Job Shadow Application located in the Enrichment Portal
2. The form is routed to the Employee Experience Team to confirm eligibility. Eligibility Requirements: Must be employed **90 days** and in good standing
3. Once eligibility is confirmed, the Employee Experience team will coordinate date/time for the shadow.

Note, it may take up to 30 days from the time of application to secure a shadow date. Once the participant completes their shadow experience, the Employee Experience Team will send a survey to the shadow participant and the hosting department. A certificate of completion will be sent to the participant.

Program offer dates:

The Career Shadowing opportunities are offered throughout the year, with possible restrictions during high volume periods. The Shadowing duration varies by role and may take 4 – 8 hours.

Hosting Departments:

Business Areas: Asset Protection, Finance, Human Resources, IT, Learning & Development, Marketing, Mission, Recruiting, Retail and the ROC