GOLDEN PATH SOLUTIONS

Introducing Job Shadow Management

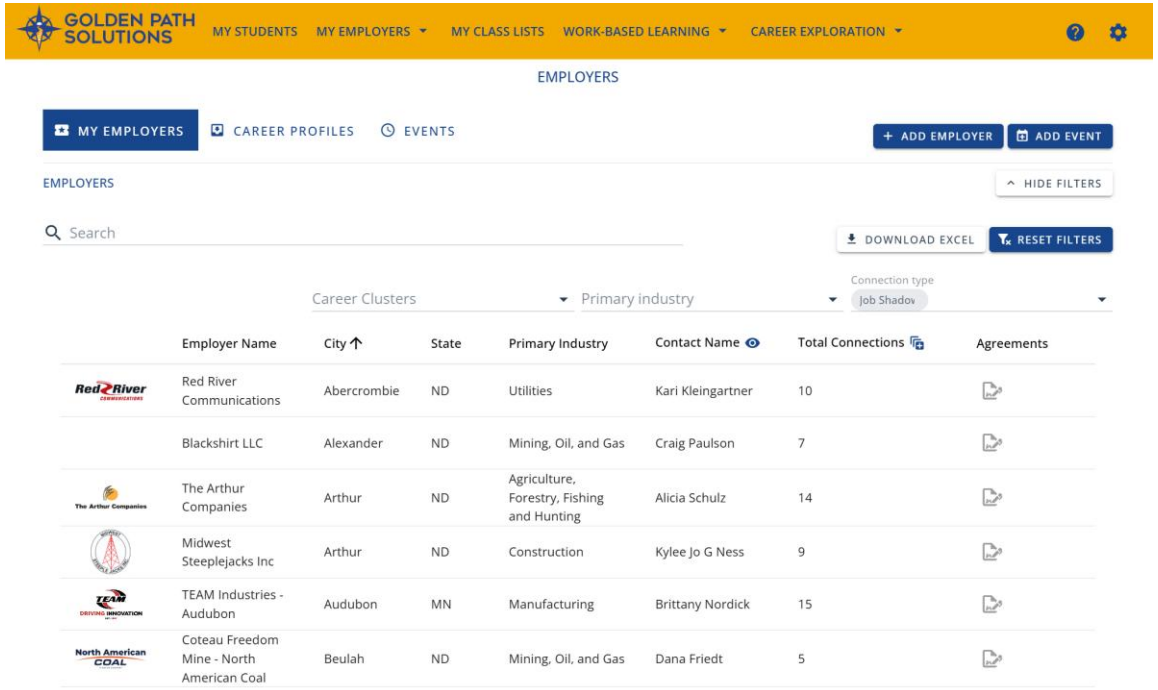
Session Agenda

- What are Job Shadows?
- Traditional ways of finding job shadows in Compass
- The new Job Shadow management system
  - Overall process
  - Educator approval options
  - Scheduling, invites, and reminders
- Demo
- Tips & Tricks
- Next steps

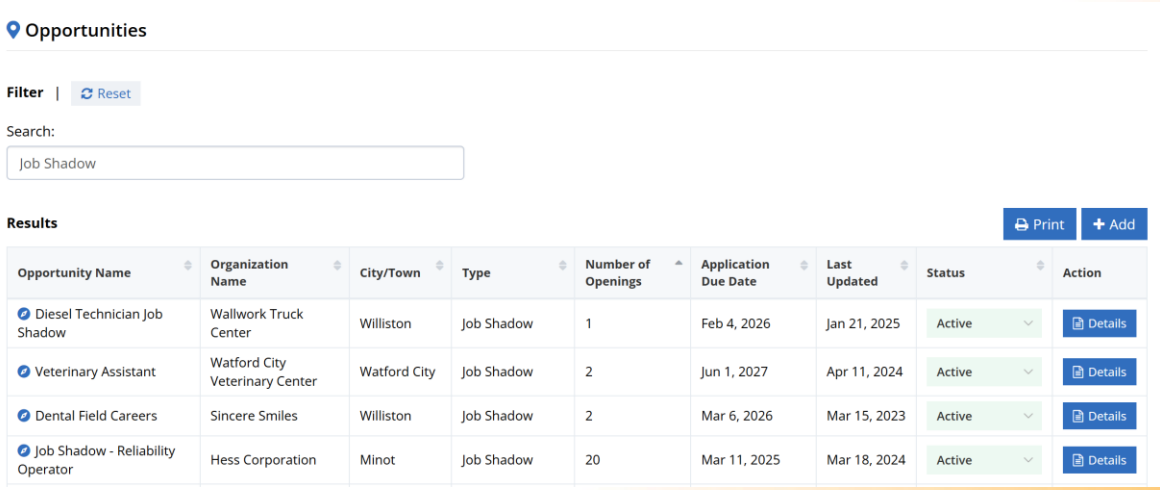
The traditional way of finding Job Shadow opportunities

- Two options:
  - Use the Connections Database to find a shadow, in Pro Center>>Work-based Learning>>Organizations or Compass
  - Posting Job Shadows as a work-based learning opportunity
- No tracking mechanism unless treating as a WBL opportunity

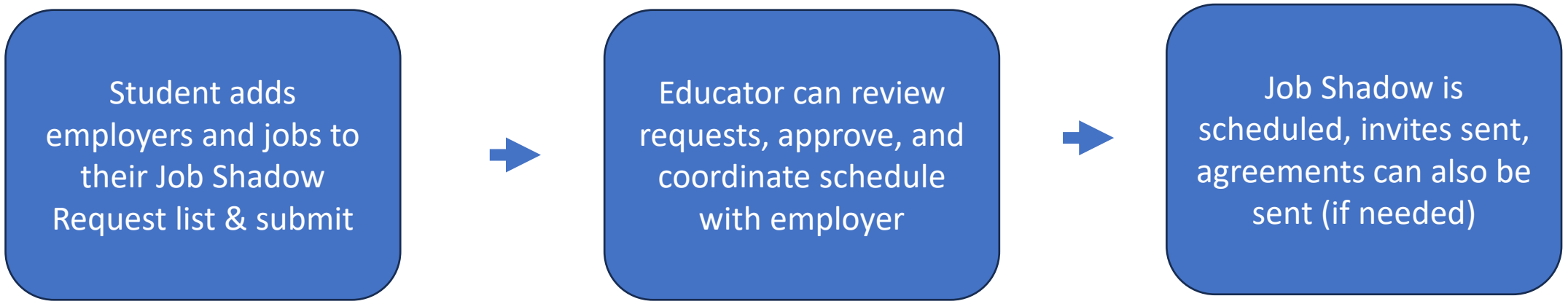
Connections Database: Compass Console>>My Employers>>Employer Connections



Posted WBL opportunities (Pro Center>>Work-Based Learning>>Opportunities)



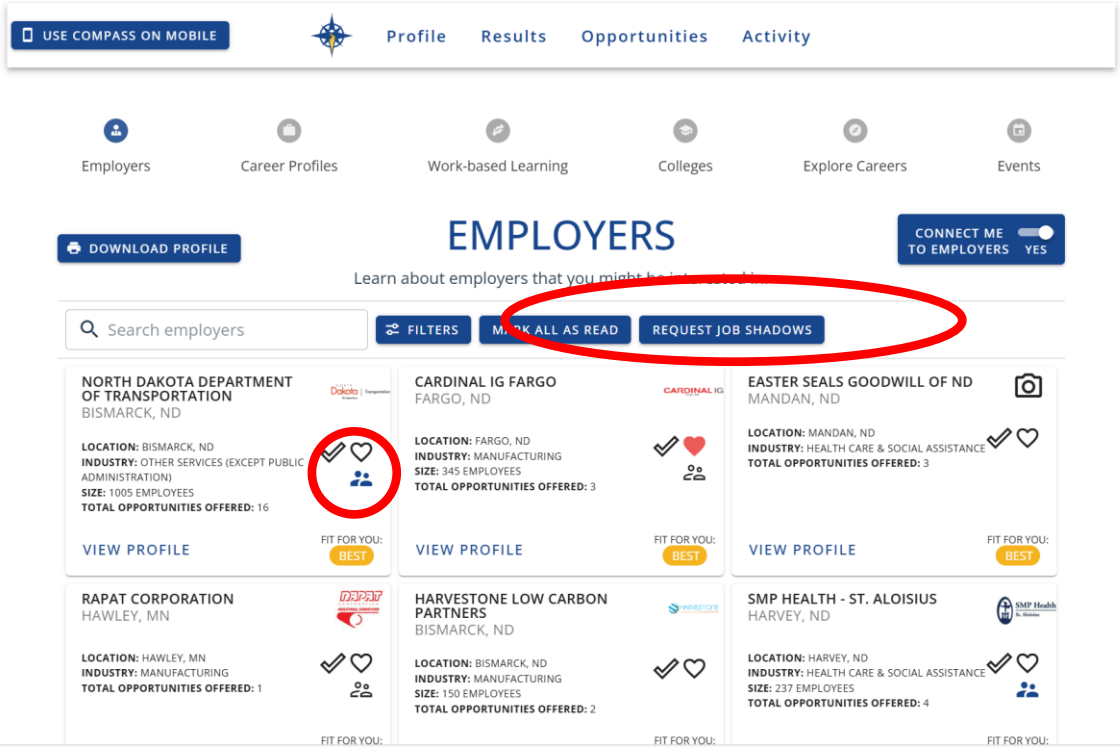
The new Job Shadow management process

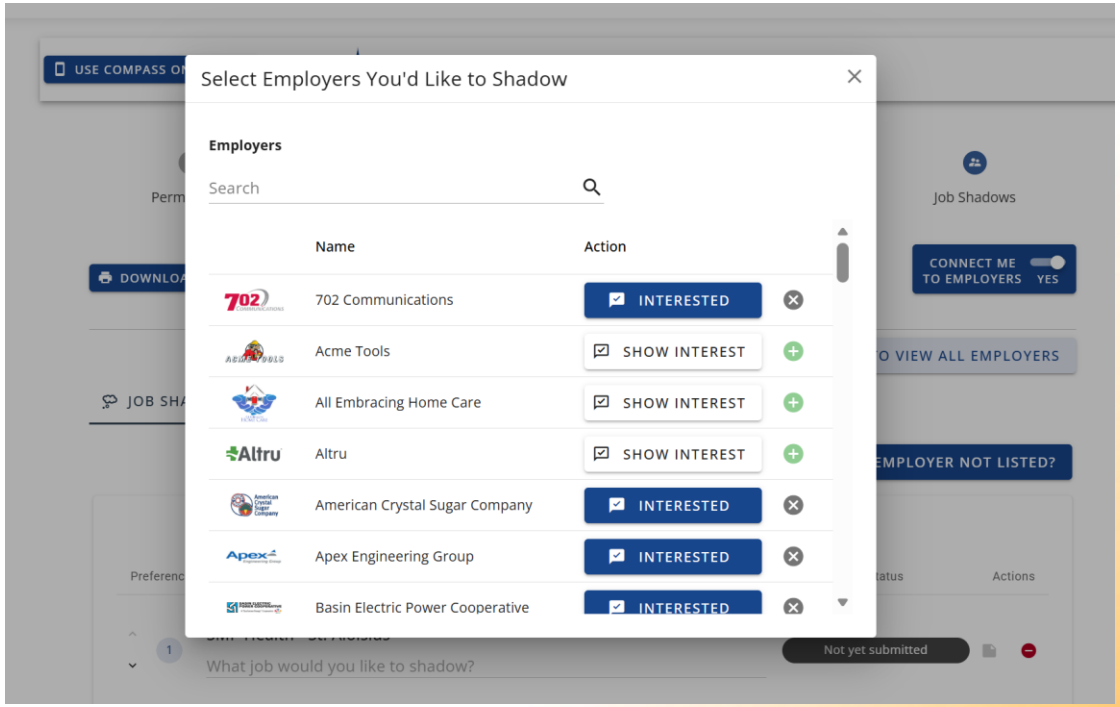


- Job Shadows requests can be turned on or off for your school (default is ON)
- Students can select existing Compass employers or add their own
- Educator can approve or reject student requests
- Employers can be emailed for approval, or you can approve on their behalf
- Shadows can be scheduled and invites sent out to the student, yourself, or anyone else
- Electronic agreement system can be used for any documentation need

How students request Job Shadows

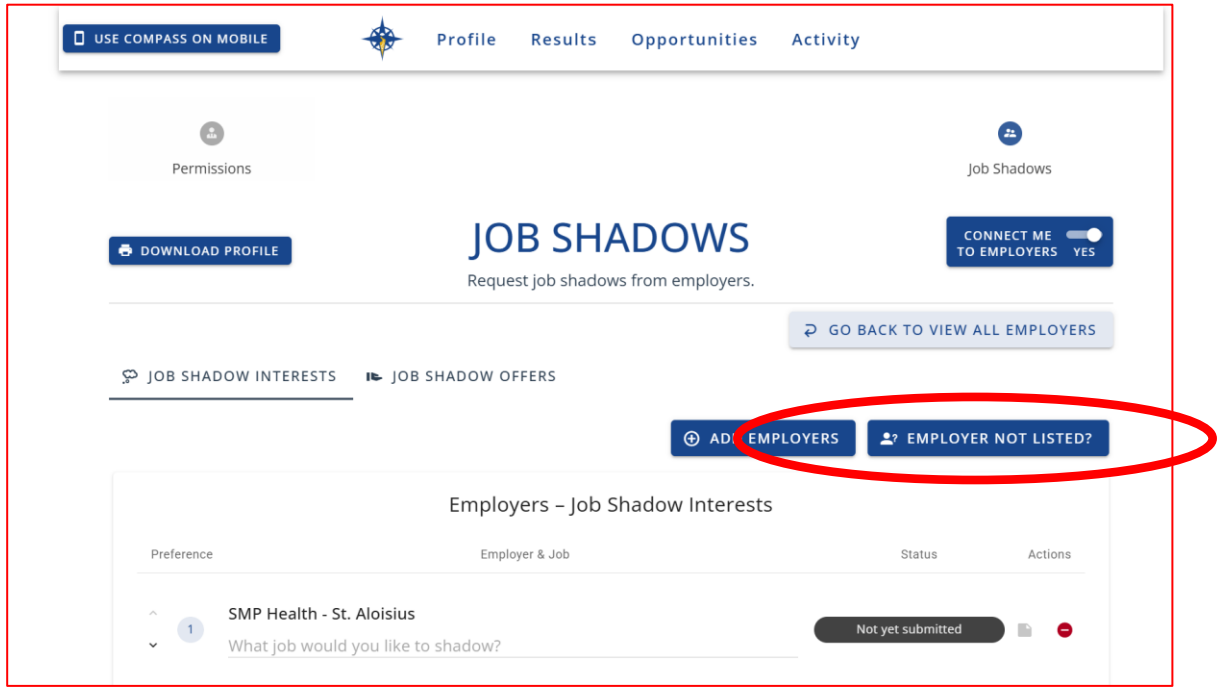
- Students can select Job Shadows in the Opportunities section of Compass
- Click on the Job Shadow icon on the employer card after doing filters (industry, distance, etc.)
- Student can also click “Request Job Shadow” and then “Add Employers”

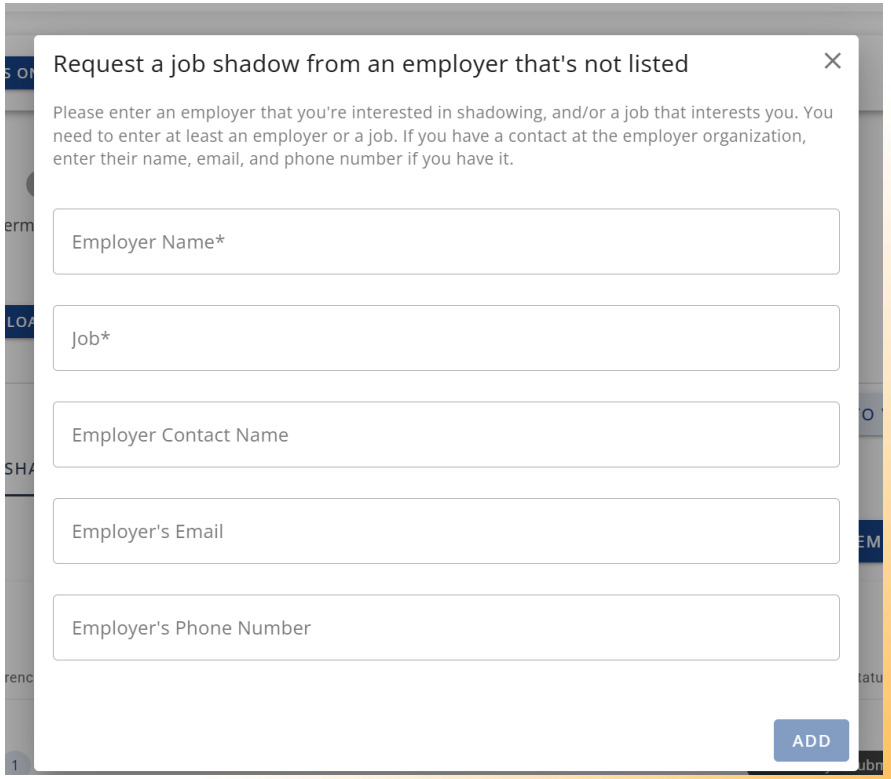




What if a company isn’t listed?

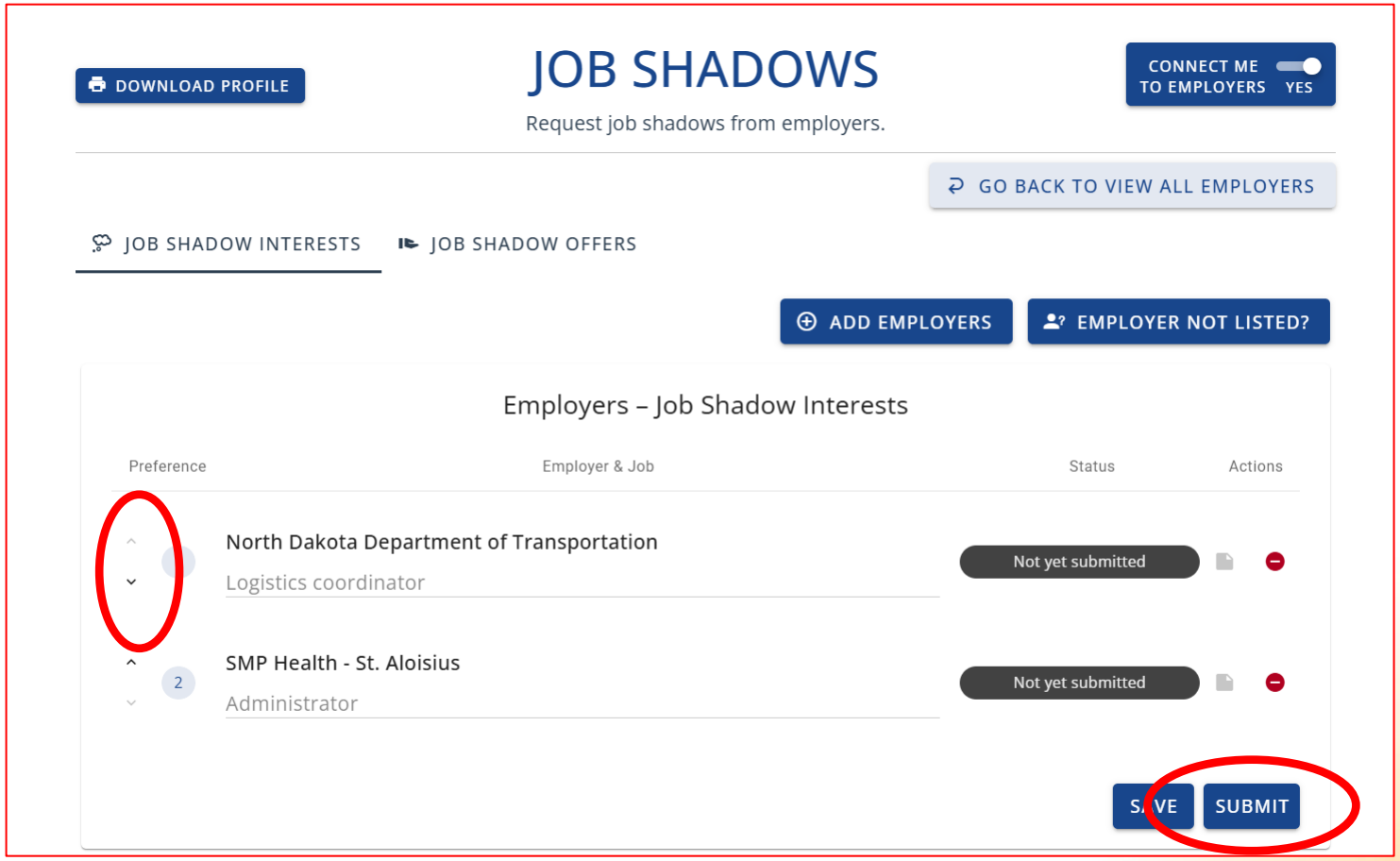
- If a company isn’t listed or not in Compass, the student can still request a shadow from that organization
- Student can also request a job without a company
- If the student has contact information they can add it, but it’s not required





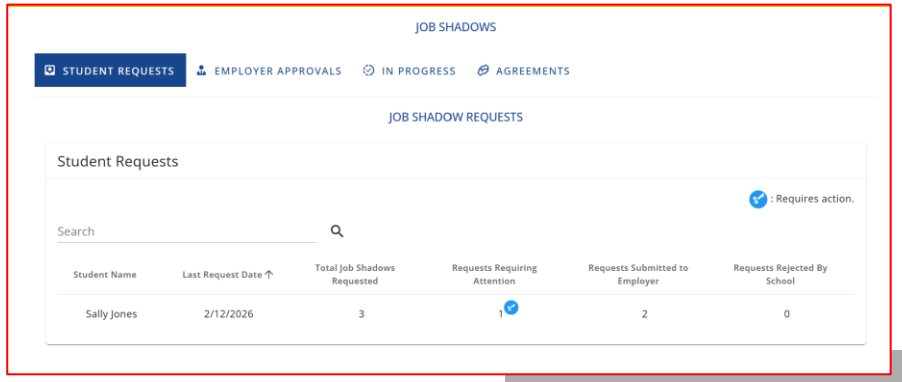
Student can rank job shadow requests and then submit

- Use the arrows to move the priority up or down
- Student can add a specific job they're wanting to shadow
- After complete, student hits submit



Step One for the Educator – Approve the Request

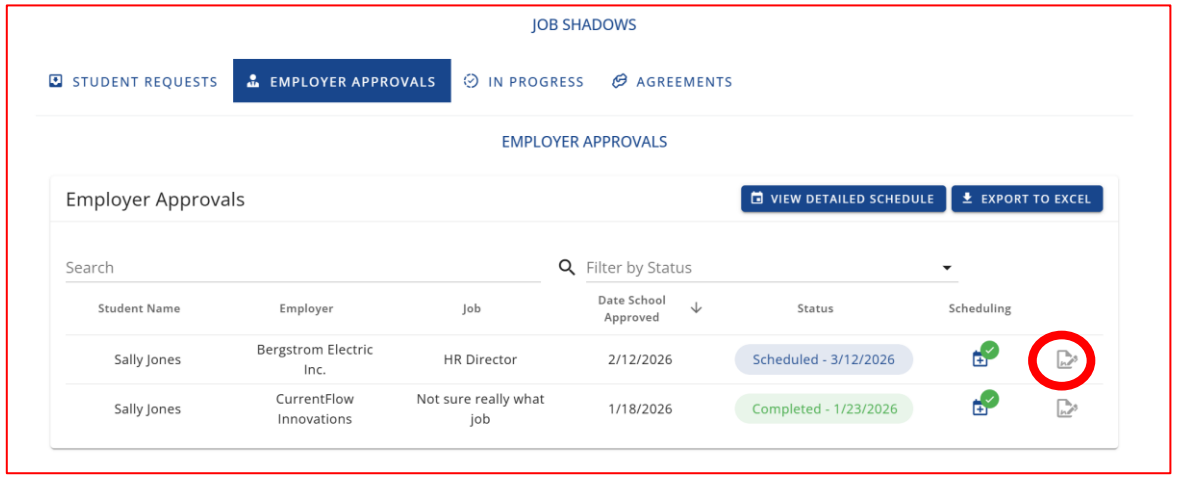
- Go into the Compass Console>>Gear Icon>>Job Shadows>>Student Requests
- Click on the student to review their requests and priority
- Approve or reject requests – add reason for rejection (will be shared with the student)

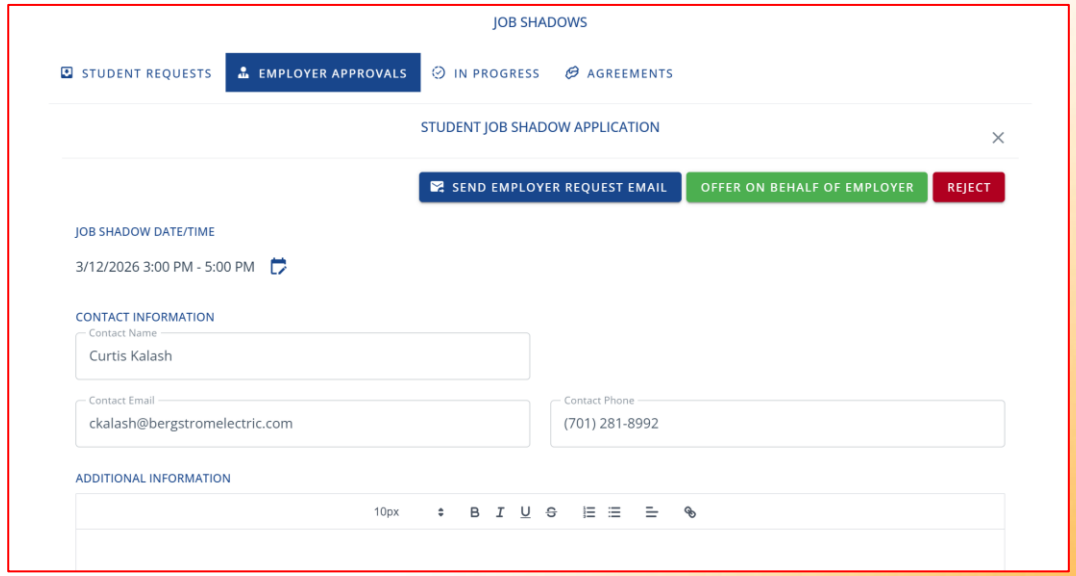


- You can approve or reject each individual requests
- If it's a Compass employer, click Info to see employer primary contact info
- If the employer does not exist, you can invite them to Compass
- You can also opt into sending the employer an email for approval

Step Two for the Educator – Work with the Employer

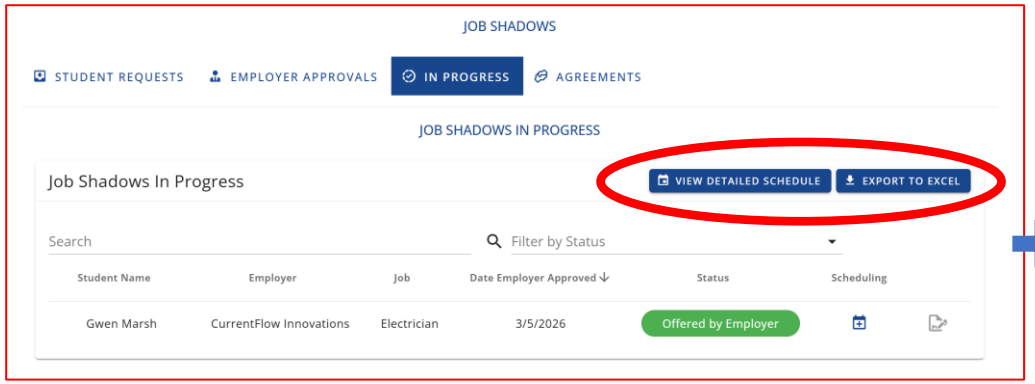
- After you've approved for the student, work with the employer to approve and schedule
- Two options for approval:
  - You send email to the employer and they approve
  - You approve on their behalf after talking with them
- Create schedule for the shadow and send invite to student
- If you want to add an agreement, click on the document icon on the right (circled)

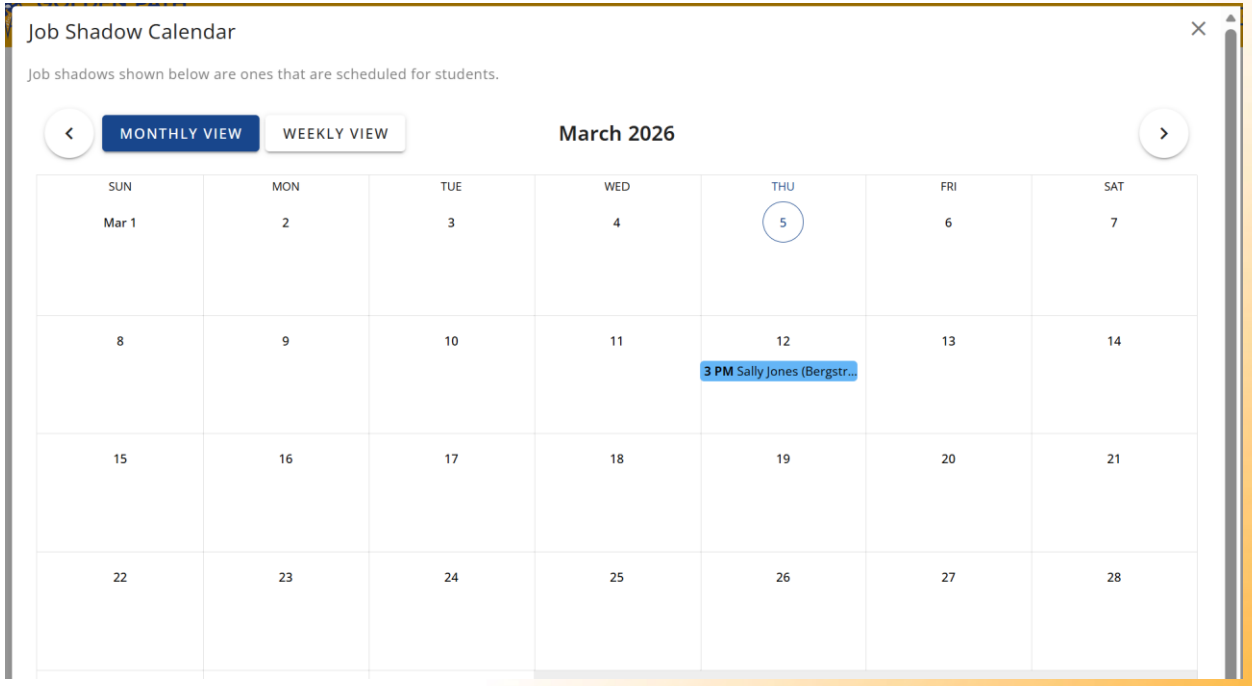




View In Progress/Scheduled Job Shadows

- Go to Job Shadows>>In Progress
- View approved Job Shadows by both school and employer
- View a detailed calendar of all Job Shadows (useful for tracking attendance, resending invites, etc.)

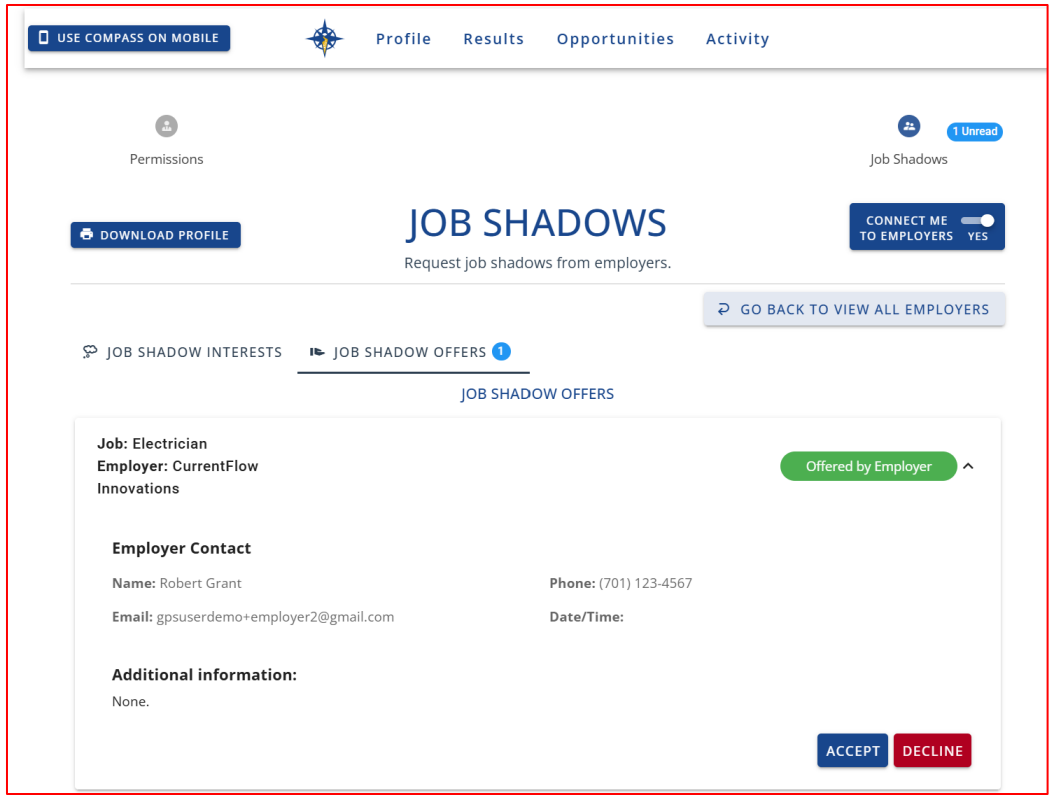




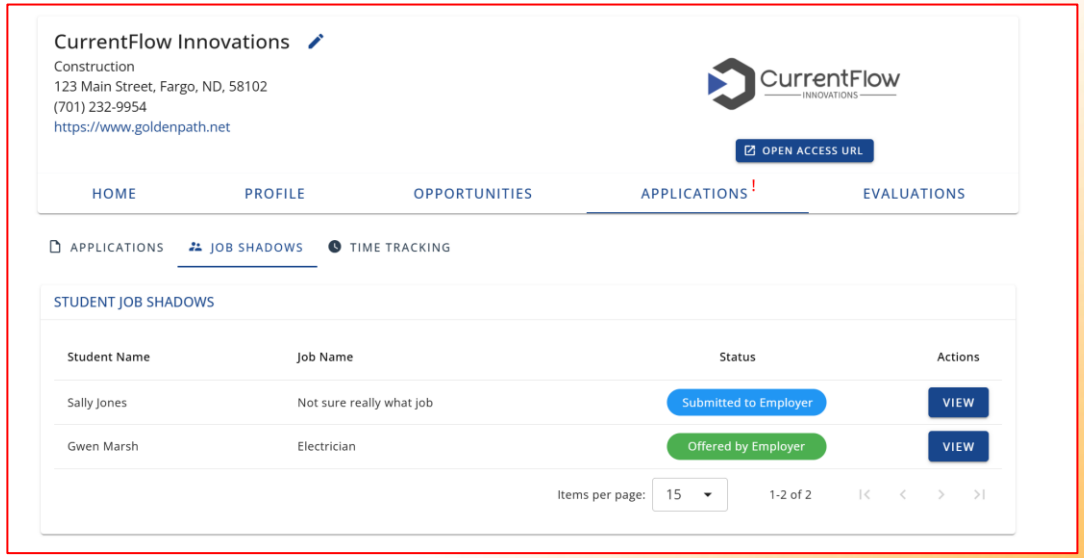
Student and Employer Approvals

- If you'd like, you can have students and employers approve in Compass.
- Students do so under Compass>>My Activity>>Job Shadows>>Job Shadow Offers
- Employers under Compass>>Applications>>Job Shadows

Student View



Employer View



Demo

Tips and Tricks

- If you want to get employers engaged, you can create an account for them (Compass>>My Employers>>Employer Connections>>Create Employer). Job Shadow will be a default option for them.
- Encourage students to apply for Job Shadows – it gives them a direct connection to employers
- Use Job Shadows as a prerequisite for WBL, or even a way to get employers used to the process
- Encourage students to use filters, industry/career cluster/distance etc.
- Use student interest to get more employers engaged in the platform

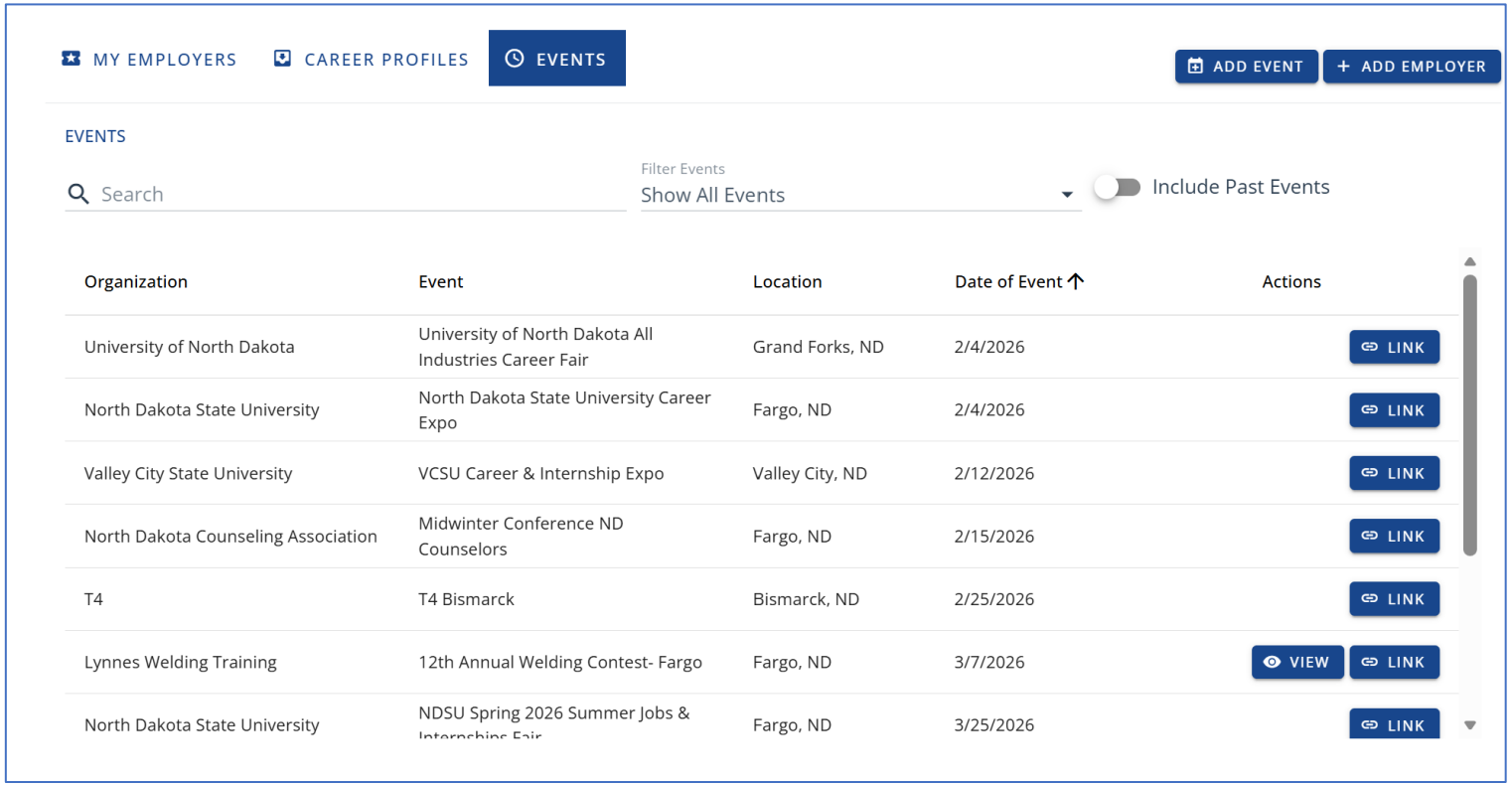
Next Steps

- Golden Path will be educating employers on the Job Shadow process with our March communication
- We'll be incorporating Job Shadows into our engagement framework
- Stay tuned for Quick Tip guides for Job Shadows and other tools
- Provide any feedback and/or questions to the contacts below
  - Laura Glasser: leglasser@nd.gov, -701-328-9733
  - Patrick Mineer: patrick@goldenpath.net, 701-866-2620

Event visibility for educators

- Events that are loaded into Compass by Golden Path or posted by other schools are now visible to all schools
- Filters available to see all events, just your school's events, or just employer events to your school.
- Educators can create and post events to employers at any time, and edit posted events
- Can view future or past events with toggle
- *Compass>>Employer>>Events*

Event listing:



Filtering options: