



Job Shadow Guide

Invest

127 S. Peyton Street
Alexandria, VA 22314

800.221.7917 | www.investprogram.org

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Sample Ground Hog Planning

<u>When</u>	<u>What</u>	<u>Who</u>	<u>Status</u>
October	Identify date of event Communicate with Teachers for planning		
November	Reserve Room(s) for group meeting Reserve bus Identify (<i>confirm</i>) Hosts Hosts update (<i>complete</i>) Job Description		
December	Packages Mailed to Teacher <ul style="list-style-type: none"> • Host Job Description • Student Roster / Shadow Choices • Consent forms • Med Authorization forms • Photo release ID Welcome / Departing Speaker Invite Guests <ul style="list-style-type: none"> • Invest (<i>name</i>, chair) • Insurance Dept. Cat Vans Photography		
January	5 Arrange Food Continental Breakfast <ul style="list-style-type: none"> • Boxed Lunches 5 Coordinate Security –guard at the door 10 Rosters returned from school <ul style="list-style-type: none"> • Match student with hosts • ID additional hosts as needed 10 “Tchotchkies” for students 15 Confirm busses, food, room set-up, hosts, and speakers 15 Conference Call with Hosts 15 Conference Call with Teachers Schools retain consent, med & photo forms 25 Roster & Guest list to security to preprint vis. passes 10 Gifts for Teachers, Hosts 10 Recruiting Posters / Material		
Feb	5 Thank You Notes		

Sample Job Shadow Agenda
Friday, February X, 20XX
Time: 8:00-12:00
Location: XXXXX Street

7:30 a.m.	Bus departs schools
8:15 a.m.	Bus arrives at XXXXXX Street (Map & Directions attached) Security will greet in Plaza Building entry area
8:15 a.m. - 8:30 a.m.	Continental Breakfast
8:30 a.m. - 8:45 a.m.	Welcome
8:45 a.m. - 11:45 a.m.	Group Break Out – Department coordinators take students
11:45 a.m. – 12 Noon	Pick up Box lunches in Meeting Room I
12 Noon	Departure from XXXXXX Street

Guests

Gary - Invest Teacher, XXXXXX High School
Ralph - Invest Teacher, XXXXXX High School
Anna - Consultant, XXXXXX High School
Peter – President, XYZ Agency

Primary Contacts

Name	Office Phone	Cell Phone
Avery	860.xxx.xxxx	860.xxx.xxxx
Neal	860.xxx.xxxx	860.xxx.xxxx



Avery
Travelers
One Tower Square
Hartford, CT 06183

(860) 277-XXXX
Avery@Travelers.com

December 1, 2018

Teacher Name
XXXXXX High School
Xxx Forbes St
XXXXXXX, CT, 06XXX

Re: Job Shadow/Ground Hog Day – February 2, 2019

Dear **Mr./Mrs. Teacher's Name:**

To maximize the experience for the Invest insurance students who will participate in this year's job shadowing experience, there is a six-step process we will follow:

Step I.

The top half of attached "host sheets" have been filled out with information from the respective business units/disciplines to help students make an informed choice.

Step II.

After reviewing "host information" students should indicate their 1st and 2nd choices on the enclosed attendees roster. This should be returned to me by Friday, January 18, 2019. It will serve two purposes:

- (a.) It allows us to give prior notification to corporate security for visitor clearance.
- (b.) It gives us an opportunity to see the distribution of student interest and finalize transportation arrangements.

Step III.

Signed "Parent /Guardian Consent (students under 18) with media release (all) and Medical Authorization forms (all) should be secured and copies provided to us.

Step IV

The actual observance and interaction with the hosts. This will be the student's opportunity to ask questions, hands on involvement, etc.

StepV

We will hold a conference call on Monday, January 14, 2018 at 2:30PM with teachers and Travelers staff to make sure that everyone is connected on meeting events, responsibilities and expectations.

Step VI

Process is completed when students evaluate and share benefits derived by completing the bottom half of "host form" in a subsequent classroom exercise.

One final note, as the Invest instructor, you and anyone else connected to this program are more than welcome to attend.

Please do not hesitate to call should you have any questions.

Sincerely, **XXXXXXXXXX**

Ground Hog Job Shadow Attendees Roster

<i>Business Unit</i>	<i># Students Attending</i>	<i>Host</i>	<i>Phone</i>
Actuarial	1	Avery	XXXXXX
Affinity	2	Mark	XXXXXX
Agencies	4	Sue - RC Knox Robin - HRH	XXXXXX XXXXXX
Agency Compensation	8	Chris Linda Lucy Avery	XXXXXX XXXXXX XXXXXX XXXXXX
Boat & Yacht	4	Debbie	XXXXXX
Bond / FP&II	6	Paul Jennifer	XXXXXX XXXXXX
Claims	7	Sarah Jon	XXXXXX
Communications	4	Monique	XXXXXX
Construction	4	Mary	XXXXXX
Event Management	4	Jessica Carey	XXXXXX
Flood	4	Beth	XXXXXX
Global Underwriting	3	Karen	XXXXXX
Information Technology	7	Howie, Greg, Nick, Jon	XXXXXX
Loss Control	5	Art Tony	XXXXXX
Middle Market	2	Jim	XXXXXX
National Programs	2	Bruce Scott	XXXXXX XXXXXX
Personal Insurance	6	Krista Jillian	XXXXXX XXXXXX
Select Accounts	2	Charlie	XXXXXX

(Step I)

Invest Job Shadow Data Sheet

Host Information Sample

Name of Business Unit: Marketing Services (Communications)

Host Name: John

Host Job Functions: We will visit with Marketing Communications staff including graphic designers, web designers and account managers, and also visit with public relations and internal communications.

Examples of Host Responsibilities: Marketing: Communications manages the process for the development of print and Internet materials about the company and its products; how such materials are designed and monitored during production. Also see how press releases are written and how Travelers interacts with the media to publicize the company, respond to inquiries and develop communications plans, including crisis communications.

How do these responsibilities help organization meet its goal: Communications is the “glue” that holds together the company’s public image through brand management, advertising and public relations.

Explain a typical day: Review typical communications request from the business. Follow a typical web design, web content brochure, media requests through the development cycle.

(Step VI)

Student Observations

What did I learn?

Functions observed

Would like to know more about

Secure business card (Y/N)

Your son/daughter has been invited to attend a Job Shadow event at a place of work. He/she will be assigned to an employee, a Host of the worksite, who will lead him/her through a department in the place of work. They will discuss a typical workday and discover the various aspects of working in that particular industry. The student's school will provide the transportation for this event. In order for your child to participate, this form must be filled out and returned to his/her teacher before the day of the event.

CONSENT FORM

PARENT/GUARDIAN CONSENT FORM

I give permission for my son / daughter
to attend the Job Shadow event to take place at

<i>Date</i>		<i>Time</i>	
<i>Transportation</i>	Transportation will be provided by the school		
I understand that my son/daughter will travel to the workplace under the supervision of school staff			
Parent/Guardian Signature _____		Date _____	

Medical Authorization

In order for your son/daughter to participate, this form must be filled out and returned to his / her teacher before the day of the event.

Should it be necessary for my son/daughter to have medical treatment while participating in the Job Shadow event, I hereby give the school district and worksite personnel permission to use their best judgment in obtaining medical service for my son/daughter, and I give permission to the physician selected by the school district personnel to render whatever medical treatment he/she deems necessary. Permission is also granted to release necessary emergency contact/medical history to the attending physician, or to the worksite as needed.

Student's Name	Date of Birth
Address	
City, ST ZIP Code	
Home Phone	
Parent's/Guardian's Name	
Home Phone ()	Work Phone ()

Alternative Emergency Contact

Emergency Contact	
Home Phone ()	Work Phone ()
Address	
City, ST ZIP Code	

Medical Information

Hospital/Clinic Preference	
Physician's Name	Phone Number
Allergies/Special Health Considerations or Restrictions	
I hereby agree to all of the above authorizations and permission.	
Parent's/Guardian's Signature	Date

Parent Release Form for Media Recording

I, the undersigned, do hereby grant or deny permission to [**Organization**] use the image of my child, _____, as marked by my selection(s) below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the [**Organization**] Web site.

- Deny permission to use my child's image at all.
- Grant permission to use my child's image in the following ways (mark all that apply):
 - Limited usage:** I want my child's image used within the [**Organization**] setting only (not in the larger community).
 - Limited usage:** I want my child's image used for educational materials only (not marketing). This could be either within [**Organization**] or in the larger community. One example of this could be videos in parent education classes.
 - Limited usage:** I want my child's image used on printed materials only (no digital or video use).
 - Unrestricted usage:** I give unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by [**Organization**] for a variety of purposes and that these images may be used without further notifying me. I do understand that the child's last name will not be used in conjunction with any video or digital images.

Parent/guardian signature _____ Date _____

Please make a copy of this form for your own records and mail or fax the original to:

[Recipient Name]
[Title]
[Organization]
[Street Address]
[City, ST ZIP Code]
[Fax number]

If you have questions, contact [Name] at [Phone number]



Sample

February X, 2019

Name
Business Unit

Dear:

Thank you so much for your participation in the 2008 Annual Job Shadow Event. The feedback from teachers and returning students stated that this was the best Job Shadow event so far. Neal and I thank you for all of your efforts and commitment to the program's success. We hope you have enjoyed your time with the students just as much as they enjoyed their time with you.

Avery Neal
Director, Field Management

Invest Intern