



Benefits

There are many potential benefits of job shadowing for the host, the participant and the Civil Service as a whole:

- Improved communication between colleagues and departments
- Sharing of best practice and experiences amongst colleagues
- A chance to see how others work and to learn from each other
- An opportunity to see the work of other government departments
- A chance to 'see the bigger picture' of the Civil Service's roles

Things to consider **BEFORE** shadowing

Make contact with host and arrange a day that best suits you both, taking into account business needs of your department, then agree a date with your line manager.

Book/confirm transportation arrangements.

Research the Department of your host and a bit about their role.

Prepare questions and objectives you would like to accomplish on your day of shadowing.

Ensure that your Line Manager has agreed your day of shadowing and is still aware you will not be in the office to cover your usual duties that day.

Inform host of any special requirements you may have.

Things to consider **DURING** any job shadowing:

Take notes throughout the day, making note of any questions you may want to ask at a later stage in the day.

Ask questions that will increase your knowledge of the hosts department and role.

Find out about your hosts career path (how did they get to where they are today).

Ask for advice on development and competencies.

Things to consider **AFTER** any job shadowing:

Take time to reflect what you gained/learned from your job shadowing experience.

Write a thank you letter/email to the host.

Write up how your experience has helped with your development and discuss with your line manager.

Update your personal development plan with any relevant notes you may have made – did your day shadowing identify any of your own training needs?