

**PRE-EMPLOYMENT SHADOWING PROGRAM**

**PHILOSOPHY**

The outcome of matching the right candidate to the right job within a child welfare agency does not occur without planning and intent. The pre-employment shadowing program is one part in the process assuring the best possible outcome for the agency and prospective employee. The underlying principle is that the more the agency knows of the prospective employee and visa versa, the better they are both equipped to make an intelligent decision. Pre-employment shadowing increases the exposure the agency and the prospective employee have with each other and allows each, a more thorough assessment of the other.

**OUTCOME**

The ultimate outcome is that the children and families of the county benefit from a workforce that is well matched for the job they are required to perform. Additionally, the agency and potential employee make a better-informed employment decisions leading to increased staff retention.

**APPLICATION - (an example from Lorain County Children Services)**

1. The opportunity to job shadow is presented to every job candidate who successfully completes an initial employment interview. This includes candidates for every position in the agency. While the opportunity is extended to everyone, it is not mandatory for employment at the agency. Some candidates prefer to not shadow and their decision to not shadow is not considered a negative response. The shadowing experience is offered to job candidates as a “no obligation situation” for both parties.
2. The shadowing experience is designed to last up to two eight (8) hour days. However, the experience can be customized to the candidate’s scheduling demands. Some candidates prefer a shorter experience of one day or part of a day.
3. Prior to starting the shadowing experience all candidates must sign a contract detailing the purpose and pay for job shadowing as well as a statement of confidentiality (example attached).
4. During the job shadowing experience, candidates are paid at a rate as if they were an employee. At the end of the year, the candidate receives a 1099 Miscellaneous Income Statement from the agency.
5. The Human Resource Department facilitates the shadowing experience but the individual units where vacancies exist develop the schedule for the candidate. This allows for maximum “real life” experiences. The Human Resources Department is responsible for scheduling the shadowing experience, completing the necessary paperwork and conducting the concluding interview.
6. During the candidates shadowing experience, the Human Resources Manager gathers feedback from agency personnel who have had contact with the candidate as to the candidate’s appropriateness for employment.
7. At the conclusion of the shadowing experience, the Human Resources Manager and supervisor conduct a concluding interview with the candidate to answer any questions and detail the next step in the hiring process.
8. At the discretion of the unit supervisor, the shadowing experience may be concluded at any time. The Human Resources Manager is advised of this and notifies the candidate.

**Attachments:**

1. A sample contract for pre-employment shadowing.

**PURCHASE OF SERVICE AGREEMENT:**

This Purchase of Service Contract is entered into between \*\*\* and\_\*\*\* PCSA, hereafter referred to as the "Agency".

\*\*\* and the Agency agree that this contract will be for the purpose of orientation to the field of child welfare.

\*\*\* and the agency agree that the fee for the purchase of this service will be at the hourly rate of \$ per hour for a maximum of 16 hours.

\*\*\* and the Agency agree that payment to \*\*\* will be made upon the completion of this contract. The payment will be issued within forty-five days.

**STATEMENT OF CONFIDENTIALITY**

All Board members, staff, foster parents, consultants, volunteers, researchers, and others affiliated with the agency will respect the confidentiality of PCSA clients and records, as required by law and ODJFS rules.

By signing this document below, I acknowledge my understanding, and:

1. Agree to respect and maintain the strict confidentiality of clients and families of Lorain County Children Services; and
2. Understand that violation of this contract may subject me to legal consequences and / or disciplinary action.

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
PCSA

\_\_\_\_\_  
Date

Adapted from the Lorain County Children Services Board 12/01