

Thank you for participating in IGNITE CTE! This statewide event is more than an opportunity to show your support for career technical education (CTE) in your community; you're helping students make important life decisions—and helping build Idaho's future workforce. Here are some tips to help the day go smoothly and ensure students get the most out of their time at your business:

Tips for a top-notch job shadowing experience!

- ☐ **ASSIGN** someone to guide students throughout the day and get students from one place to the next.
- ☐ **BEGIN** with an overview of your company. Give them a sense of your mission and how you work as a team.
- ☐ **GIVE** them an opportunity to observe or assist someone performing the job they're interested in pursuing. Wherever possible, give them hands-on experience.
- ☐ **HIGHLIGHT** the training and education they'll need to work in your field and help them identify the courses they should take in high school to help them prepare for their career.

- ☐ **TALK** about key soft skills and personality traits needed for someone in your industry, including the importance of showing up on time, work ethic, and communication skills.
- ☐ **SHARE** stories from you and your staff on how they got to where they are today and what they enjoy most about their work.
- ☐ **PLAN** a few minutes to allow students to grab a photo of themselves during the visit.

