



APPENDIX I

Job Shadow Toolkit (Agenda + Checklists)

Sample agenda (4–8 hours)

- Welcome and overview (30 minutes)
- Workplace tour (up to 30 minutes)
- Shadowing time including informational interview (2–6 hours)
- Wrap-up Q&A and reflection (60 minutes)

Agenda elements are consistent with FHI 360's Job Shadows guidance. [2]

Host checklist (minimum)

- Confirm schedule, meeting point, and safety rules.
- Identify host employee(s) and any restricted areas/tasks.
- Prepare 5–10 minutes of role overview and a short career story.
- Provide time for questions and a closing reflection.