

January 9, 2006

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 05-23
------------	--

TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE A. KILBANE  
National Director  
Office of Job Corps

SUBJECT: Groundhog Job Shadow Day 2006

1. Purpose. To provide information and materials regarding Groundhog Job Shadow Day (GHJSD) 2006.

2. Background. GHJSD is a national initiative to engage students in “real life” work settings. On February 2, 2006, students from across the United States will shadow workplace mentors to gain firsthand experience on how the skills learned in the classroom are used in the workplace. Job shadowing provides students with exposure to new and exciting careers while providing an excellent opportunity to form new partnerships with employers and other organizations. Held annually, GHJSD is coordinated by the Job Shadow Coalition and supported through national sponsorships.

Job Corps has been a national partner in GHJSD since 1999. Unlike Job Corps’ participation in other national community-focused events, GHJSD provides a defined role for employers, government agencies, and associations, as well as Job Corps staff and contractors, to serve as workplace mentors. Last year, 10,944 Job Corps staff and students and 1,966 employers and other partners participated in GHJSD.

3. Reference. Materials specific to assisting Job Corps centers with GHJSD activities can be found online on the Job Corps Community Web site at <http://jcweb.jcdcnet.org> for users inside the Job Corps network or <http://jcweb.jobcorps.org> for users outside the network. These resources include:

- A downloadable or electronic brochure entitled “Job Corps’ Guide to GHJSD” to assist with GHJSD project planning;
- A list of best practices submitted by Job Corps GHJSD participants from 2000 through 2005;
- News release and media advisory templates, as well as talking points to promote the event to media outlets in your area; and,
- U.S. Department of Labor (DOL) photo release forms for students to sign that indicate their permission to have their photographic likeness used and published.

In a separate mailing, all GHJSD participants will receive the official GHJSD booklet, “How to Have a Successful Groundhog Job Shadow Day,” and the “Participate in Groundhog Job Shadow Day” brochure created by the Job Shadow Coalition. These are valuable guides to help plan your activities.

Each year, an increasing number of Job Corps centers request electronic versions of the Activity Summary Form; in response to those requests, we are asking centers to submit the results of their GHJSD activities using an online Activity Summary Form. This form can be found at <http://www.AdvancedSurvey.com/default.asp?SurveyID=34466>. In order to compile the National and Regional reports, centers must have the Activity Summary Form completed no later than **February 17, 2005**.

4. Action. Center Directors should ensure that this information and all other resource materials are provided to the staff responsible for handling GHJSD activities so that planning may begin as soon as possible.
5. Expiration date. Until superseded.
6. Inquiries. Inquiries should be directed to Lynn Reed at LRG, Inc., at (703) 548-8535, or e-mailed to [lreed@lrginc.com](mailto:lreed@lrginc.com), or Dennis Johnson, at (202) 693-2876, or e-mailed to [johnson.dennis@dol.gov](mailto:johnson.dennis@dol.gov). If you need additional copies of the official GHJSD materials, call the GHJSD hotline at (800) 373-3174 or log onto [www.jobshadow.org](http://www.jobshadow.org).

Attachment