

January 11, 2007

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 06-16</b>
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**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:** ESTHER R. JOHNSON, Ed.D.  
National Director  
Office of Job Corps

**SUBJECT:** Groundhog Job Shadow Day 2007

1. Purpose. To provide information and materials regarding Groundhog Job Shadow Day (GHJSD) 2007.

2. Background. GHJSD is a national initiative to engage students in “real life” work settings. On February 2, 2007, students from across America will shadow workplace mentors and gain firsthand experience on how the skills they learn in the classroom are used in the workplace. Job shadowing provides our 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, 10,726 Job Corps staff and students and 1,612 employers and other partners participated in GHJSD.

3. Resources. The following resources for Job Corps participants are attached to this Information Notice:

- a. List of GHJSD best practices submitted by Job Corps GHJSD participants
- b. Guide to GHJSD and finding workplace mentors

- c. News release and media advisory templates
- d. U.S. Department of Labor photo release forms for “shadow” students to sign to indicate their permission to have their photographic likeness used and published

Additional planning materials and assistance can be found at [www.jobshadow.org](http://www.jobshadow.org).

- 4. Action. Center Directors are to ensure that this Information Notice and all related resource materials are distributed to the staff responsible for handling GHJSD activities so that planning may begin as soon as possible.

Centers are to submit the results of their GHJSD activities using an online survey form to be found at: <http://www.zoomerang.com/survey.zgi?p=WEB225YUTQ6ZY3>. Centers must complete the survey no later than **February 17, 2007**, to permit compilation of National and Regional reports.

- 5. Expiration date. Until superseded.
- 6. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3104 or [manning.wendy@dol.gov](mailto:manning.wendy@dol.gov).

#### Attachments

- A – Best Practices
- B – Guide to Groundhog Job Shadow Day
- C – Sample Job Corps Release
- D – Sample Media Advisory
- E – Right to Use Photographic Likeness