

December 18, 2008

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 08-25
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 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 2009

1. Purpose. To provide information and materials regarding Groundhog Job Shadow Day (GHJSD) 2009.

2. Background. GHJSD is a national initiative to engage students in “real life” work settings. On Monday, February 2, 2009, 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, 5,936 Job Corps staff and students and 733 employers and other partners participated in GHJSD.

3. Resources. Attached to this Information Notice are the following resources:
 - a. GHJSD best practices submitted by Job Corps GHJSD 2008 participants;
 - b. guide to GHJSD;

- c. sample Job Corps press release about GHJSD;
- d. sample media advisory; and
- e. U.S. Department of Labor photo release forms for your students to sign indicating their permission to have their photographic likeness used and published.

Additional planning materials and assistance can be found at www.jobshadow.org.

4. Action.

- a. 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.
- b. We ask each center to submit the results of their GHJSD activities using an online survey form. This form can be found at <http://www.zoomerang.com/Survey/?p=WEB228K5V6ENM7>. In order for Job Corps to compile national and regional reports, centers must complete the survey no later than February 16, 2009.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

5. Expiration date. February 28, 2009.

6. Inquiries. Inquiries should be directed to Curtis Massey at (202) 693-3096 or massey.curtis@dol.gov.

Attachments

A – Best Practices

B – Guide to Groundhog Job Shadow Day

C – Sample Job Corps Press Release

D – Sample Media Advisory

E – Right to Use Photographic Likeness