

January 8, 2013

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 12-43</b>
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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:** ROBERT PITULEJ  
Acting National Director  
Office of Job Corps

**SUBJECT:** Groundhog Job Shadow Day 2013

1. Purpose. To provide information and materials regarding Groundhog Job Shadow Day (GHJSD) 2013.
2. Background. GHJSD is a national initiative to engage students in “real-life” work settings. Students will observe workplace mentors as they go through a normal day on the job.

Friday, February 1, 2013, students across the U.S. will see firsthand how the skills they learn in the classrooms are used in the workplace. Job shadowing provides our students with exposure to new and exciting careers while providing an excellent opportunity to expand their network of employers and other organizations. Held annually, GHJSD is coordinated by the National Job Shadow Coalition, and supported through national sponsorships.

The National Job Shadow Coalition encourages young people across the country to explore their futures through career awareness and mentoring opportunities. Job shadowing is an academically motivating activity designed to give students an up-close look at the world of work.

Job Corps has been a national partner in GHJSD since 1999. Unlike other national, community-focused events in which Job Corps participates, GHJSD provides a defined role – to serve as workplace mentors – for employers, government agencies, and associations, as well as Job Corps staff and contractors. Visit the following website for additional information and community projects for GHJSD: [www.americaspromise.org](http://www.americaspromise.org).

3. Reference. The following GHJSD resources are attached to this notice:
  - GHJSD best practices and resources submitted by Job Corps GHJSD participants
  - Guide to GHJSD
  - Sample Job Corps press release about GHJSD

- Sample media advisory
- Release forms for students to sign, authorizing the use of their photographic likenesses for Job Corps publicity

4. Action. Center Directors should ensure this information and all other resource materials are provided to the staff responsible for handling GHJSD activities.

Centers are asked to submit the results of their GHJSD activities using an online survey form. This form can be accessed at <https://www.surveymonkey.com/s/V8KZ9XN>.

To enable Job Corps to complete national and regional reports, centers must complete the survey by February 8, 2013.

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

5. Expiration Date. February 8, 2013.

6. Inquiries. Inquiries should be directed to Michele S. Abel-Stockham at (202) 693-2804 or [stockham.michele@dol.gov](mailto:stockham.michele@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