

January 17, 2014

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 13-35
------------	--

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: GRACE A. KILBANE  
National Director  
Office of Job Corps

SUBJECT: Groundhog Job Shadow Day 2014

1. Purpose. To provide information and resources regarding Groundhog Job Shadow Day 2014.
2. Background. Groundhog Job Shadow Day is a national initiative to engage America's students in employment settings, and to engage businesses and organizations in youth development.

The initiative encourages students around the country to "job shadow" workplace mentors as they go through a normal day on the job. Since 1996, the National Job Shadow Coalition has encouraged young people across the country to explore their futures through career awareness and mentoring opportunities.

Job Corps has been a national partner in Groundhog Job Shadow Day since 1999. Through job shadowing, students are able to observe firsthand how the skills they learn in the classrooms are used in the workplace. Volunteer mentors are able to provide opportunities to demonstrate on-the-job skills and highlight their organization's business to young people who will soon join the workforce. Students also receive greater exposure to new jobs and exciting careers, and are able to expand their network of employers.

Today, the America's Promise Alliance is a major proponent for career exploration and job shadowing (<http://www.americaspromise.org/Resources/CareerExplorationToolkit/For-Youth-Organizations.aspx>). Job shadow activities are traditionally promoted in conjunction with the annual recognition of Groundhog Day (<http://www.groundhog.org/groundhog-day/>). Although job shadow activities are planned by many organizations and sponsors either on Groundhog Day or during the week of Groundhog Day, job shadowing can occur any time during the year.

This year, Groundhog Day falls on Sunday, February 2<sup>nd</sup>. Job Corps centers may determine which day or days during the week of February 3<sup>rd</sup> will be best for their Groundhog Job Shadow activities.

3. Action. Center Directors should ensure this information is provided to all staff, and should appoint a coordinator for centerwide engagement. Other recipients of this Information Notice should coordinate with the Center Directors, and as soon as possible begin planning Groundhog Job Shadow Day activities.

5. Expiration Date. February 28, 2014.

6. Inquiries. Inquiries should be directed to Andrea Kyle Bobrik at (202) 693-3008 or [kyle.andrea2@dol.gov](mailto:kyle.andrea2@dol.gov).

#### Attachments

Attachment A – Groundhog Job Shadow Day Resources and Best Practices

Attachment B – Sample Groundhog Job Shadow Day Job Corps Press Release and Media Advisory

Attachment C – Release Forms – Student; Parent/Guardian (Please note that Attachment C must be completed for each participating student, which will authorize the use of their photographic likenesses for any related media coverage.)