



Management Directive

Commonwealth of Pennsylvania

Governor's Office

Management Directive 205.47 – Job Shadowing Program

Date: March 12, 2026

A handwritten signature in black ink, appearing to be 'N. Weaver'.

By Direction of: Neil R. Weaver, Secretary of Administration

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1. PURPOSE.

To establish policy, responsibilities, and procedures for the Commonwealth's Job Shadowing Program.

2. SCOPE.

This directive applies to all departments, offices, boards, commissions, and councils under the Governor's jurisdiction (hereinafter referred to as "agencies").

3. OBJECTIVES.

- a. To ensure uniformity among agencies in the implementation and administration of the Job Shadowing Program.
- b. To attract and engage the next generation of the workforce by introducing them to career possibilities within the Commonwealth, and to encourage students to further explore and define their own career interests and goals.
- c. To foster collaboration and build relationships with educators and students in Pennsylvania's Secondary and Post-Secondary Programs.

4. DEFINITIONS.

- a. **Child Clearances.** A background check that is required for individuals working with or in close proximity to children.

- b. Host.** An agency employee who participates in the Job Shadowing Program by allowing a student to observe their work and providing information about their workplace culture, job responsibilities, and career path.
- c. Job Shadowing.** A career exploration activity that connects students to career possibilities in their field of interest by visiting a workplace and observing a Host during a typical day on the job.
- d. Post-Secondary Education.** The level of education that follows the successful completion of Secondary Education. Post-Secondary Education includes enrollment in a university; college; technical school; vocational school; or other academic, technical, or vocational institution that requires successful completion of Secondary Education as a condition of enrollment.
- e. Secondary Education.** The level of education consisting of grades 6 through 12. Secondary Education includes enrollment in a public or private middle school, junior high school, or high school, as well as home education authorized under *Section 1327.1* of the *Public School Code of 1949, Act of March 10, 1949, P.L. 40, No. 14, art. XIII, § 1327.1, as amended, 24 P.S. § 13-1327.1*.

5. POLICY.

- a.** To participate in the Job Shadowing Program, a student must be enrolled in a Secondary Education or Post-Secondary Education program located in Pennsylvania or have graduated from one of these programs within the last six months. A student who is attending a Post-Secondary Education program must have either a Pennsylvania permanent address or attend a school in Pennsylvania.
- b.** To be eligible to serve as a Host, an employee must meet the following criteria:
 - (1)** Have a satisfactory or higher rating on their most recent employee performance review.
 - (2)** Have received no discipline within the prior 12 months.
 - (3)** Successfully complete all required Child Clearances prior to the start of the Job Shadowing by the student as required under *Section 6344.2* of the *Child Protective Services Law, 23 Pa.C.S. § 6344.2*. Child Clearances for employees who volunteer as Hosts may include:
 - (a)** Pennsylvania Child Abuse History Clearance.
 - (b)** Pennsylvania State Police Criminal Record Check.
 - (c)** Federal Bureau of Investigation (FBI) Criminal History Background Check or Disclosure Statement.

The results of these background checks are valid for 60 months in accordance with *Section 6344.4 of the Child Protective Services Law, 23 Pa.C.S. § 6344.4.*

- c. Agencies may permit Job Shadowing in any program area where the agency is able to accommodate the student's field of interest, provided that the Job Shadowing activities do not create a safety risk for the student, Host, or other employees or individuals within the work location.
- d. Students participating in the Job Shadowing Program are not Commonwealth employees. Students are prohibited from performing Commonwealth work while Job Shadowing and are not entitled to compensation for the time spent Job Shadowing.
- e. The duration of a Job Shadowing experience is at the discretion of the agency, and may vary due to students learning goals, but shall not exceed five (5) workdays in total.
- f. When determining the length of the Job Shadowing experience, agencies should take into consideration the Secondary Education or Post-Secondary Education program's requirements, the student's career interests and goals, the availability of the Host, and the time needed to provide a meaningful Job Shadowing experience.

6. RESPONSIBILITIES.

- a. **Office of Administration (OA), Bureau of Enterprise Recruitment (BER)** shall:
 - (1) Provide guidance, training, and resources to agencies and employees regarding the Job Shadowing Program.
 - (2) Build networks with Pennsylvania Secondary Education and Post-Secondary Education programs to facilitate Job Shadowing opportunities and career education and recruitment initiatives.
 - (3) Assist with the development and communication of Job Shadowing opportunities for students.
 - (4) Work with Agency Human Resource (HR) Offices and agency management to identify employees to serve as Hosts and to find appropriate placements for students.
 - (5) Maintain completed Commonwealth confidentiality statements for all students in the Job Shadowing Program.
- b. **Agency HR Offices** shall:
 - (1) Coordinate between BER and agency management to identify and recommend employees to serve as Hosts.

- (2) Ensure all required Child Clearances are successfully completed prior to the start of the Job Shadowing by the student.
- (3) Ensure the Commonwealth's confidentiality statement is completed prior to the start of the Job Shadow.
- (4) Work directly with the Secondary Education or Post-Secondary Education program to ensure all guidelines, written agreements, and clearances required by the school are completed by the student prior to the start of the Job Shadow.
- (5) Determine when Child Clearances are necessary.
- (6) Maintain and dispose of Child Clearances records in accordance with *Manual 210.09 Amended, The Commonwealth of Pennsylvania General Records Retention and Disposition Schedule*.
- (7) Provide completed Child Clearances to Secondary Education and Post-Secondary Education programs, if requested.
- (8) Provide BER with completed Commonwealth confidentiality statements for all students in the Job Shadowing Program.

c. Agency Management shall:

- (1) Identify and approve employees to serve as Hosts prior to the start of the Job Shadowing by the student.
- (2) Coordinate all required Child Clearances with the Agency HR Office.
- (3) Review and approve or deny Job Shadowing opportunities.

d. Hosts shall:

- (1) Work with Agency HR Office to coordinate required Child Clearances prior to the start of the Job Shadowing.
- (2) Coordinate the Job Shadowing opportunity with the student, parent or guardian (if under age 18), or school official.
- (3) Complete the BER Job Shadowing training, prior to the start of the Job Shadowing by the student.
- (4) Identify learning outcomes and plan meaningful activities.
- (5) Ensure students do not have access to confidential information to include, but not limited to, personally identifiable information (PII) or protected health information (PHI) during the Job Shadowing experience.

- e. Students, Parents, Guardians or School Officials** shall:
 - (1)** Identify potential learning outcomes.
 - (2)** Coordinate the student's absence from school.
 - (3)** Obtain parental or guardian approval for students under the age of 18 and enrolled in a Secondary Education or Post-Secondary Education program.

7. PROCEDURES.

a. Requests to participate.

(1) Secondary Education and Post-Secondary Education Programs.

- (a)** Secondary Education and Post-Secondary Education programs may have specific guidelines and learning outcomes for a student to participate in Job Shadowing. The Host shall ensure that learning expectations are incorporated into the Job Shadowing experience, as applicable.
- (b)** If the student is under the age of 18, parental or guardian approval is required to participate in the Job Shadowing Program.
- (c)** All required Commonwealth approvals must be obtained prior to the start of Job Shadowing by the student.
- (d)** Child Clearances, if deemed necessary, must be obtained prior to the start of Job Shadowing by the student.

b. Approvals.

- (1)** Agencies who receive a request and are interested in hosting a student must submit a written request to BER for review.
- (2)** Requests submitted to BER will be logged and reviewed.
- (3)** BER will coordinate with Agency HR Offices for further action and provide guidance.

c. Placements.

- (1)** The Agency HR Office will coordinate with Agency management to identify and solicit an employee in the requested job or field of work who is willing to volunteer as a Host.
- (2)** A BER representative will be available to assist with the placement process as needed, including providing any necessary support and training.

d. Confidentiality Statement.

Any student who is participating in the Job Shadowing Program must review and sign the Commonwealth's confidentiality statement. Students under age 18 must also have a parent or guardian review and sign the Commonwealth's confidentiality statement. The Commonwealth's confidentiality statement must be completed prior to the start of Job Shadowing by the student.