Job Shadowing

New Staff:
As part of a training program

Online application submitted
By shadowee

OPC approaches potential Hosts
to discuss Shadowing
opportunities, including
timeframes etc.

OPC contacts supervisor and
discusses shadow needs.

Shadow takes place

Review/ feedback
provided to OPC

Completion of Shadowing
Program noted in annual
performance review

Shadowing is complete

Ongoing and fixed-term staff
of 12 months or more:
Include as part of your
performance plan/ career
development

Job Shadowing is:
A short period of approved professional learning,
observing an experienced staff member as they
undertake their usual work role.

Job Shadowing is not:
A secondment or a HDA.

Note: Hosts are usually no more than a HEW step
higher or lower than the Shadow’s substantive
role.

Note: It is anticipated that Shadowing
can go over a period of 1-5 days, broken
up over an agreed period of time.

Note: There are no changes to salary, leave
or other entitlements.

There are no supported travel expenses. See
the guidelines for more information.