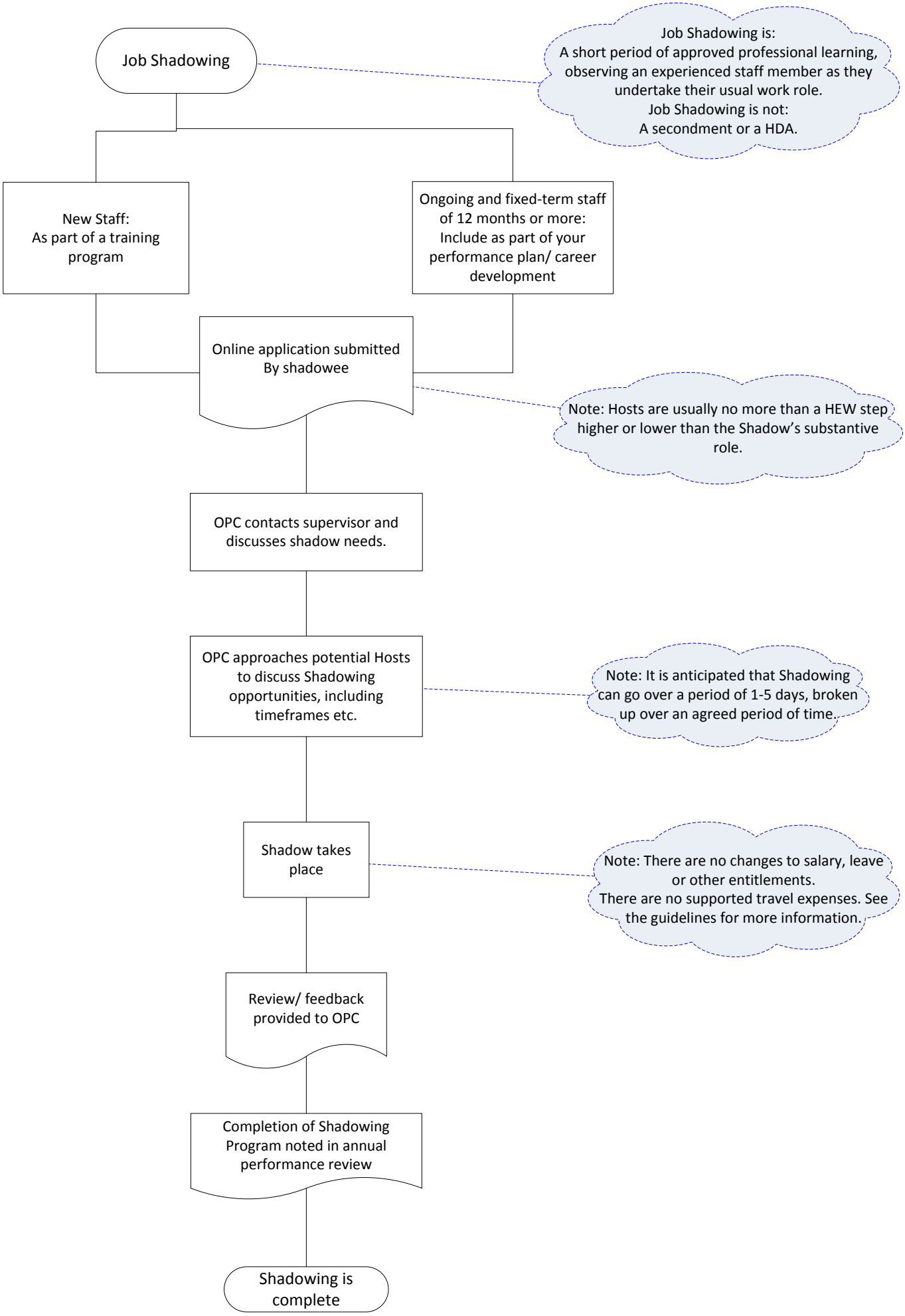
Job Shadowing
Job Shadowing is:
A short period of approved professional learning, observing an experienced staff member as they undertake their usual work role.
Job Shadowing is not:
A secondment or a HDA.
New Staff:
As part of a training program
Ongoing and fixed-term staff of 12 months or more:
Include as part of your performance plan/ career development
Online application submitted By shadowee
Note: Hosts are usually no more than a HEW step higher or lower than the Shadow's substantive role.
OPC contacts supervisor and discusses shadow needs.
OPC approaches potential Hosts to discuss Shadowing opportunities, including timeframes etc.
Note: It is anticipated that Shadowing can go over a period of 1-5 days, broken up over an agreed period of time.
Shadow takes place
Note: There are no changes to salary, leave or other entitlements.
There are no supported travel expenses. See the guidelines for more information.
Review/ feedback provided to OPC
Completion of Shadowing Program noted in annual performance review
Shadowing is complete