UHR Job Sharing Process Description

Purpose of Job Shadowing

1. Broaden an individual's knowledge of other functions and departments in the organization
2. Prepare an individual for future potential opportunities.
3. Motivate and challenge an individual.
4. To cross-train members of a team or the organization.
5. Stimulate the individual through diversity of challenges to take the individual and organization to a higher level of performance.

Articulate Career Interests[1]

1. Follow performance appraisal process
2. Complete Employee Goal (Setting) Form
3. Complete Career Development Plan

Identify individuals with skills and responsibilities (subject matter expert – SME) that match your career interests

1. Set up meeting
2. Explain your desire to job shadow
3. Share your career development plan and work experience
4. Identify the gaps that exist between where you have skills and where you would like to learn more
5. Develop a summary

Check with your manager before proceeding. If you can't get your manager's approval, identify the issues and work them out. If there is still a problem, contact the next level supervisor for input to resolve the conflict. If this does not work, end the job shadowing proposal and consider something else.

 With authorization to proceed from your manager contact the SME to develop a detailed plan with expectations. The plan should contain the following.

1. Clearly articulate the opportunities that will be offered, the rationale for the opportunity, and how it will be of benefit
2. Outline your commitment
3. Outline the SME's commitment
4. Clarify expectations
5. Be specific on roles, who will do what
6. Determine when updates to managers will be provided

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[1] See Talent Management processes for performance appraisal and career development

7. Definition of the mentoring relationship

Get authorization from both managers to proceed

Execute the plan

1. Provide updates as planned

Evaluate the experience and provide a summary

Use this summary for input to the next career development plan