

Guidance for the individual hosting a shadowee:

	Process	Date Completed
1	Show shadowee around the workplace and local facilities as appropriate.	
2	Provide an overview of the responsibilities and requirements of the role being shadowed.	
3	Provide an overview of how this role fits into the work of institution.	
4	Introduce shadowee to key colleagues connected with the role as appropriate.	
5	Discuss the developmental goals the shadowee hopes to achieve during shadowing.	
6	Carry out tasks relevant to the role, taking time to explain processes and requirements to the shadowee.	
7	Suggest any training and development which would assist shadowee with further development/next steps.	
8	Provide (or provide access to) to any relevant policies and procedures.	