

## IVRS Responsibilities for Job Shadow Services

- Meet with job candidate to discuss job shadow options and related questions or activities to direct CRP.
- Attend staffing at which time questions are addressed.
- Receive and review final report on Job Shadow results from CRP.
- Problem-solve with team to address issues hindering progress as needed.

## CRP Responsibilities for Job Shadow Services

- Arranges job shadow experiences with local employers/businesses to determine if a job is consistent with a job candidate's interests, abilities and aptitudes.
- Facilitates job Shadow activities with job candidate and employer/business.
- Prepare a final report that incorporates Job Shadow results which is reported in meeting they schedule with IVRS and job candidate.

## Job Candidate Responsibilities for Job Shadow Services

- Work towards employment goals and stay employed.
- Show up for meetings with clean clothes and in good health.
- Let staff know immediately when JC is unable to attend an appointment.
- Participate in the meetings and help plan the steps to success.
- Let the team know what JC's choices are by asking questions and sharing thoughts.
- Complete all the homework, recommendations and suggestions that the team agreed on.
- Make sure that JC talks with all those who are involved in the employment journey.
- Provide any documents that are requested that will help JC reach his/her employment goals.