



Category/Subject: Virtual Job Shadow
Colorado Policy Guidance Letter#: WP-2016-06, <b>Change 1</b>
<b>Revise</b> /Replace PGL#: WP-2016-06
Date: <b>May 17, 2017</b>
Distribution: CDLE Management/Finance, State/Local Workforce Directors & Staff, Partners

**MAY 2017 CHANGES HIGHLIGHTED**

**I. REFERENCE(S):**

- Virtual Job Shadow Website: [www.VirtualJobShadow.com](http://www.VirtualJobShadow.com)

**II. PURPOSE:**

To provide guidance and technical assistance to local workforce areas using the Virtual Job Shadow tools.

**III. BACKGROUND:**

Virtual Job Shadow is an interactive, career development virtual environment that hosts a variety of robust tools to help users discover, develop and chart their career paths. The online features allow users to view digital videos on careers, search post-secondary schools, search for jobs or internships, and create a resume. The Colorado Department of Labor and Employment (CDLE) is making Virtual Job Shadow available to local areas as a resource to better support jobseekers.

**IV. POLICY/ACTION:**

**A. Local Implementation**

CDLE encourages local areas to make Virtual Job Shadow available to all customers who can benefit from interactive career exploration.

Implementation in workforce centers includes:

1. Training local area staff on the Virtual Job Shadow tools;
2. Identifying customers who can benefit from Virtual Job Shadow;
3. Providing customers with an overview of the website and tools;  
and
4. Tracking the service provided to customers.

**B. Training**

Training is available to support local areas in implementing the Virtual Job Shadow platform in workforce centers. If you are interested in scheduling training or need technical assistance, please contact Wendy Corley, Industry Partnership Coordinator, at [wendy.corley@state.co.us](mailto:wendy.corley@state.co.us).

**C. Tracking the Service**

After a customer has received an overview of the Virtual Job Shadow tools by local area staff, staff should enter the **SO** Administrative Service code in Connecting Colorado.

**D. Alternative User Registration Option for Individuals and Groups**

This alternative registration option is available to state and local staff who are establishing accounts for off-site use when Connecting Colorado or a local Workforce Center may not be accessible. Users can be registered directly from [www.virtualjobshadow.com](http://www.virtualjobshadow.com). Please note VJS administrative access is needed to set up user accounts. The following information should be helpful in creating VJS website accounts for new users.

**Virtual Job Shadow (VJS) steps to create user accounts:**

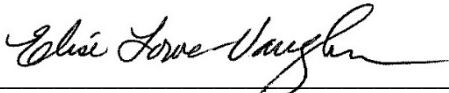
1. License Name, User Role, Grade/Jobseeker (optional)
2. Usernames must be a minimum of 5 characters and the user's personal, school or organizational email address, i.e. [minnie.mouse@blank.com](mailto:minnie.mouse@blank.com)
3. Passwords should be easy to remember and at least 5 characters, i.e. minnie.mouse
4. If "Send Login Information" box is checked, user will get a separate email from VJS confirming their account and providing their login information.
5. If group login accounts are needed, please email [wendy.corley@state.co.us](mailto:wendy.corley@state.co.us) or [customerservice@virtualjobshadow.com](mailto:customerservice@virtualjobshadow.com) for assistance.

**V. IMPLEMENTATION DATE:**

Effective immediately.

**VI. INQUIRIES:**

Please direct all inquiries to Wendy Corley, Industry Partnership Coordinator, Workforce Development Programs at [wendy.corley@state.co.us](mailto:wendy.corley@state.co.us) or (303) 318-8853.



Elise Lowe-Vaughn, Director  
Workforce Programs, Policy, and Strategic Initiatives

**ATTACHMENTS:**

1. Virtual Job Shadow User Account Set-up