



Category/Subject: Virtual Job Shadow
Colorado Policy Guidance Letter#: WP-2016-06
Revise/Replace PGL#: N/A
Date: September 1, 2016
Distribution: CDLE Management/Finance, State/Local Workforce Directors & Staff, Partners

I. REFERENCE(S):

- Virtual Job Shadow Website: 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 which 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.

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** service code in Connecting Colorado.

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 or (303) 318-8853.



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

ATTACHMENTS:

1. Virtual Job Shadow User Account Set-up