Guidance for the individual hosting a shadowee

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