



National Association of State Personnel Executives

2015 Advancing the HR Profession Award Nomination

Job Shadowing Program

Kentucky
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1. Please provide a brief description of this program.

In 2008, the Kentucky Personnel Cabinet joined in partnership with the University of Kentucky's (UK) Martin School of Public Policy and Administration to launch a job shadowing program. The International Public Policy and Management Institute (IPPMI), directed by Dr. Doo Oak Kim, has several students, employed by the Republic of Korea, who participate in a one or two year program in pursuit of a master's degree in public administration (MPA). The students who wish to learn more about the Personnel Cabinet, in Frankfort, Kentucky, are connected with a job shadowing coordinator for an unpaid learning opportunity similar to an internship. This program advances and promotes education by providing real-world experience to the students. The job shadowing program also assists the Personnel Cabinet to gain a global workforce perspective. Up to three students visit the Personnel Cabinet on a semi-annual basis to learn about programs and procedures that could enhance Korean government. A schedule is set by the job shadowing coordinator for the students according to their class meeting times. The students are responsible for travel between UK's Lexington campus and the Personnel Cabinet offices in Frankfort. After an introduction to state government in general and the Personnel Cabinet's purpose, programs and offerings, the students choose what they would like to learn more about. The manager of that area is contacted, and a meeting is set for the student(s) by the coordinator. Students transition back to their respective country of residence after their experience in the cabinet which they explain through a capstone report prior to graduation.

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2. How long has this program or effort been operational?

The program has been operational for seven years.

3. Why was this program/effort created?

The program was created to facilitate a mutual learning relationship between the IPPMI students and the Kentucky Personnel Cabinet. The students come to the Personnel Cabinet to learn more about the hiring process, veteran's preference, the performance evaluation process, training and diversity and inclusion efforts.

4. What are the costs of this program/effort?

The program has minimal operational costs.. The allocation of funds and arrangement of vehicles for students to travel from Lexington to Frankfort are handled by the director of the program and the University.

5. How is the program/effort funded?

In conjunction with the university and the director of the IPPMI, students arrange their own travel from UK in Lexington to the Personnel Cabinet in Frankfort for job shadowing. Program managers and the job shadowing coordinator spend time with students discussing the history of the personnel cabinet and the details of the programs offered to employees. The program has no direct budgetary impact, as there are no incremental costs, and the hours

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invested by employees are incorporated into normal Cabinet operations.

6. How do you measure the success of this program/effort?

The longevity of the program and the comments made by the students who have participated both indicate that the program is a success. The partnership between the executive leadership of the Personnel Cabinet (two of whom are Martin School alumni) and the director of the IPPMI program is one built on trust, scholarship and respect. Approximately twenty MPA students and fellows combined have participated in the job shadowing program. Comments from the students have always been positive as they relate to the content of the exchange and personal interaction with Personnel employees.

7. How has the program/effort changed since its inception?

The job shadowing program is the same as it was at its inception. In the last year, it has evolved to include legislative fellows - young foreign professionals who come to Kentucky from across the globe. The fellows visit organizations related to their field of work. This group has a similar experience as students from the MPA program with job shadowing but stay for a shorter amount of time.