

Types of Placements

1. Observation (job shadowing or visits)

This simply means that the graduate will spend a set period of time observing someone else in their daily routines, meetings and activities. Time should be set aside in between activities for discussion and debrief. This is fairly straightforward to plan but should be explained to anyone involved during that period.

2. Briefings (interactive job shadowing or 'sitting by nelly')

This is the process of observing for a short specific activity, such as a meeting, set up and followed by a short briefing session. This is more focussed and less passive than ongoing observation, but can be disruptive as it takes time out of the daily routine.

3. Hands on (job rotations or job swaps)

This requires the graduate to undertake a real job for a short period of time, deliver a project, and complete work under typically taking advice and guidance from someone more experienced. They will then typically move from this area to another. This provides the graduate with valuable first-hand experience of a role, together with meaningful work to do, normally leading to a more satisfactory learning experience for the graduate; however it will require more planning and time from the person they spend time with and clearly there is a greater risk to the business.

4. Imports and exports

Placing your graduates outside of your organisation for a short period of time is a very powerful way to accelerate their learning and also drive up retention, by giving them broader experience beyond your business. The best places to arrange a placement of this nature are with your customers, in your supply chain organisations or possibly within a charity or public sector organisation that has links to your business and its work. Equally, you can offer to take one of their graduates in return for a short period. This not only aides graduate development and retention but can also have some great commercial and relationship building impacts.