

job shadowing

Preparation

- Confirm the day, time, and location of the job shadow and do not be late.
- Find out ahead of time the appropriate professional attire required during job shadow.
- Research the organization and prepare formal questions.
- Have a firm understanding of what you want to get out of the experience.
- Actively participate in daily activities and ask questions when appropriate.
- Bring a portfolio and pen and have extra resumes and contact information available.

During the Job Shadow

- Always act professionally. Make a positive first impression.
- Remember that all internal company information is confidential and not to be disseminated outside of the organization.

Follow Up

- After the job shadow, follow up with a thank you to the businessperson for allowing you to shadow them.
- Record information about the experience and keep in your professional portfolio so you can reference the information in the future.

Possible Questions

- What advice would you give someone wanting to get into your industry and/or your particular company?
- What trends are currently affecting your industry?
- What classes should I consider taking if I want this career?
- What experiences/internships should I have if I want to pursue a career in this field?
- Are there any publications I should be looking at to keep me informed?
- Are there any professional associations you recommend I join?
- How has the field evolved – past, present, and future?
- What kind of personal traits, interest, and styles match this job?
- How does technology impact your career?
- What do you personally enjoy about your job?
- What is the company's vision and what is its mission statement?