

JOB SHADOWING

What is Job Shadowing?

Job shadowing is an observation of a professional in their field of work. It takes place over a short period of time - from a few hours to a few days. Job shadowing gives you the opportunity to see a professional in action, and helps you get a better idea if this job or one similar might be right for you. This experience allows you to learn what to expect from an average workday/week in this profession.



Why Job Shadow?

- Gather important information for your possible future career.
- Learn about skills required for the job.
- Gain inside knowledge for your future interviews.
- Make networking contacts you can use when you conduct your internship/job search.

How to Set-up a Job Shadow

Step 1:

- Contact the organization that interests you. Ask for the name, job title and phone number of the person doing the work you wish to investigate, and schedule an appointment.

Step 2:

- Introduce yourself and explain who you are (e.g., a student, a person thinking of changing jobs). Mention how you found the person's name. Although some individuals write e-mail or letters to do this, telephone contact gives way to increased results.

Step 3:

- Ask for a $\frac{1}{2}$ -day or full day to spend with your contact. If this is a first time job shadowing experience for this professional, it would be important for you to discuss the process.

Step 4:

This is your opportunity to:

- Ask questions
- Learn about your possible future career
- Observe
- Perhaps even help

The bonus is spending time with a professional in the workplace.



Questions to ask during your job shadow:

- What are your job responsibilities?
- Why did you decide to choose this career?
- Please, tell me about your career path.
- What education and experiences will I need to break into this field?
- Please describe a typical day, week, or month.
- What interests and skills are needed for successful employment in this field?
- What are the emerging jobs in this field?
- What do you see happening to your profession in the next 5 to 10 years?



After the job shadow...

Send a thank-you note:

- Write and mail a thank-you letter within one day of your visit.
- Include points about what you found helpful.

Whether you have made a decision to work in the field or not, it is always important that your contact knows that you learned from the experience and the time spent was beneficial.