

WHAT EXACTLY IS JOB SHADOWING?

Job Shadowing is an opportunity to “shadow” or follow an employer, gaining information about careers in which you are interested, allowing you to make informed decisions about career choices. During the shadow experience, you will follow a mentor at their work site to gather information about their job, career field and the kind of preparation you need to enter their profession.

WHAT IS THE PURPOSE OF JOB SHADOWING?

- To gain insight into careers of interest and make informed decisions about career options and industry outlook
- Not to seek employment, receive pay or academic credit, but to explore the career in a real-world environment

WHAT MIGHT THE STUDENT DO WHILE JOB SHADOWING?

- Tour the organization
- Attend a training program for new employees
- Conduct an informational interview with a professional in the field
- Observe work being performed
- Assist with completion of a sample work assignment

WHO MAY PARTICIPATE IN JOB SHADOWING?

- All EHOVE Career Center students are eligible

HOW DO I START JOB SHADOWING?

- You can shadow one or several days with the approval of your Lab Instructor
- You need to select it as an option on the Training Agreement form.
- You, your Lab Instructor and the Employer you are shadowing need to complete and sign the Training Agreement form. It must be approved prior to the date of shadow
- You must complete and sign the Student Release and Authorization form.
- Completed forms must be submitted to the Career Services Coordinator in the main office for review and final approval.
- If approved, a pass will be issued to release you from Lab.

CHECKLIST

- Determine your “Goals for Shadowing” to help focus and allow for a good fit.
- Self-assess and be prepared to discuss your academic background, activities, skills and experiences. This helps the mentor advise you about suitability to his/her field and to direct you to appropriate career options within the field.
- Schedule a date and time to shadow.
- Prepare and ask meaningful questions.
- Dress appropriately for the industry you are shadowing.
- Arrive 10-15 minutes prior to meeting time.
- Meet with Mentor. If you have an emergency that keeps you from making your appointment, notify Mentor and the Career Center immediately. This person has made special accommodations for you. Do not jeopardize future opportunities for other students due to irresponsibility.
- Greet mentor with warm, firm handshake, make eye contact and stand erect.
- Prepare to take notes, but focus more on building rapport than writing.
- Verbally thank your Mentor when leaving.
- Write a thank you note immediately after your visit.

TIPS FOR A SUCCESSFUL JOB SHADOWING DAY

- Be timely. It is not just nice, it is mandatory.
- Learn what education and experience is needed, ways to enter and what it may be like to work in your Mentor's field.
- Be prepared to generally sit and observe.
- If asked to work on a project, feel free to ask basic instructions and gain clarification of Mentor's expectations.
- Keep in mind that anything you hear or see may be confidential and keep it that way.
- Ask to meet with your Mentor's colleagues and others within the company who may be at different stages in their career.
- Observe people you meet. Do they seem to like their jobs? Do they seem to be happy?
- Observe the overall work environment.
- If Mentor offers to take you out to lunch, that is fine, but do not expect it and be prepared to feed yourself.
- If problems occur while shadowing, contact your instructor and/or Career Services Coordinator.
- If you do not feel comfortable or safe with a request made by a Mentor or one of his/her colleagues, explain your concerns. You do not need to comply if you feel you are at risk.
- Be yourself, relax and enjoy the experience, though it is common to feel slightly anxious.

SCHEDULING THE SHADOW EXPERIENCE

- Discuss the purpose for shadowing
- Briefly share your academic background and program at EHOVE Career Center
- Arrange mutually agreeable date and time (remember you need at least 4 hours each day)
- Give the Mentor your phone number and email (he/she may need to contact you)
- Obtain directions to the organization
- Ask for parking instructions
- Ask whether you should bring a lunch (if you like and if Shadowing during lunchtime)
- Ask the Mentor about appropriate attire
- At end of conversation, confirm your shadowing appointment details and thank the Mentor.

WHAT TO TAKE TO YOUR JOB SHADOWING EXPERIENCE

- Pen and notebook to complete the Job Shadowing Worksheet
- List of questions to ask your Mentor
- Money to cover parking, soda/snacks, lunch and any additional expenses

AFTER JOB SHADOWING

- Send the employer/mentor a Thank You letter
- Ask yourself, "Will this career field align with my short- and long-term goals?"
- Submit your Job Shadow Worksheet and discuss the experience with your CT Instructor
- Meet with the Career Services Coordinator to discuss your experience and review your goals