



Job Shadowing provides you an opportunity to connect or "shadow" with business professionals who have valuable knowledge about their occupation. The purpose is to gather career related information and expand your networking connections while building your interviewing skills.

Getting Started

- Build a contact list and identify people who:
 - Share a common interest in an activity that appeals to you.
 - Work in a career setting you enjoy.
 - Work in a career area that interests you.
 - Work in a specific job or specific organization that interests you.

How to Find Potential Contacts

- Contact your area Chamber of Commerce Office for their local membership directory (this can be found online with a current list of members)
- Use the Internet and the following services:
Yellow Pages.com; Switchboard.com; USA Electronic Directory of Businesses

How to Make Contacts

- Telephone—Contact area business professionals and explain that you are a student conducting career research and are gathering information to assist in making career decisions. Your goal is to connect with your shadowing mentor and schedule a time and date for the shadowing experience.
- Write a letter—If you have the name of a potential contact, you may want to write a letter or email before making the telephone call. Clearly state your purpose and desire to schedule a job shadowing experience. Indicate that you will follow up with a telephone call, in hopes of scheduling a specific date and time.

Tips to Follow

- Know what you want to accomplish—the primary objective of job shadowing is to investigate a specific career field so that you can make informed career decisions.
- Identify your potential contact person—who has the information that I need?
- Arrange for the job shadowing experience—you will want to discuss this with your job shadowing mentor.
- Prepare for your job shadowing experience—go prepared with specific questions.
- Day of job shadowing- remember that this is a professional experience. You do not need to wear "interview apparel" however, you should dress appropriately.
- Obtain additional contact names. Before you conclude the job shadowing experience, ask your mentor if they can think of other individuals to contact that might be helpful for additional job shadowing and career related information.
- Follow up with a thank you letter as soon as possible. Mention some items that you found particularly interesting or helpful during your visit.

Questions to Ask Employers/Mentors

- What field did you prepare for and originally expect to enter?
- How did you get to your current position?
- How many years have you been with this company?
- Would you advise someone to enter your career field?
- What would you have done differently in preparing for this career?
- What do you like most about your job?
- What do you find most challenging in your job?
- What would you identify as the top two personal rewards from the work you do?
- What personal attributes are important to obtaining a job in this field?
- What work schedule does this job require?
- Are jobs, in this field, limited to any particular geographic area(s)?
- How do people find out about openings in your occupation?
- Is a college degree required for this job?
- What is the current outlook for new college graduates in this field?
- Are you satisfied with the career that you have chosen?
- What do you see happening to your profession in the next five to ten years?
- What are the emerging jobs in this field?
- Is your organization growing, diminishing, or maintaining its size?
- What is unique about your organization?