

# TIPS FOR JOB SHADOW STUDENT



## KEYS FOR JOB SHADOW STUDENTS

- Do your research. Choose a business/career you are interested in. Learn a little about the business/career and what they do.
- Put your phone away (even if your host or others are using their phones)
- Bring a notepad or something to take notes on. Have a list of questions prepared.



## THINGS TO PREPARE IN ADVANCE

- Call one or two weeks in advance to set up a job shadow experience
- Propose a manageable amount of time (full day vs. half day)
- Research the business and position you plan to shadow
- Ask about dress code, directions, parking, and what you should bring (a computer, lunch, etc) ahead of time.
- If you have questions about the job shadow experience ask your teacher or school counselor before you go



## TIPS FOR SUCCESS:

- Show up on time
- Dress appropriately
- Shake hands and speak to everyone you meet
- Things come up that might distract your host, smile and stay positive
- Ask questions
  - Do some research on the company and career. See conversation topics below for some ideas of questions to ask.
- Say thank you and send a thank you note (or email) to your host.



## INTRODUCTIONS:

- Tell the host about yourself: name, school, grade, what career you're interested in and why, what you like to do for fun, sports, clubs or activities you are a part of
- Ask about their "typical" day

- Ask about the career and talk about why you think you want to pursue it
- Talk about at least one thing you would like to learn or see during the visit



## TAKE A TOUR:

- Check out the layout of the business. Ask about people's positions and roles. Think about how you would feel working in this setting daily.



## THINGS TO THINK/ASK ABOUT:

- Are you able to do some limited, hands-on tasks? Ask.
- What technology do they use and are you able to try it out or see it in action?
- Can you attend a meeting or listen in on a sales/client call or information request
- How important is being on time, attendance, appropriate personal appearance and attire and a positive work ethic?
- What misconceptions did you have, what did you like and what do you think will not be a good fit for you, do you have any questions.



## CONVERSATION TOPICS:

- Ask how the job relates to classes you are taking in school
- Ask what types of skills you will need regarding technology, math or writing
- Ask your host where they went to school, work and college experiences (internships, first job, etc.) and why he/she chose this career
- Ask what they like about the job as well as some of the disadvantages
- Ask what advice your host would give to someone who may be interested in this career
- Ask what your host wished he/she learned or things he/she had done in school to be more prepared for this career