

Student Job Shadowing Checklist

A job shadow is a great opportunity to learn about the world of work. You'll have the opportunity to ask questions, practice professional behavior and become more comfortable communicating with professionals.

You will be observing someone in a job or industry you might be interested in pursuing in the future. Keep the following things in mind as you get ready for your Job Shadowing experience.

Before the Job Shadow ...

- ✓ Turn in any required forms.
- ✓ Think about your interests and determine the kind of job you'd like to explore or company you'd like to visit.
- ✓ Once chosen, research your host company. Check out their website and learn as much as you can about the organization's history, what they do and how it impacts your community.
- ✓ Meet with a faculty member or the coordinator to finalize a learning plan for the job shadow.

Are you Ready for your Job Shadow?

Have you ...

- ✓ Turned in required forms?
- ✓ Researched the host company?
- ✓ Considered the best way to make a good impression on the employer?
- ✓ Thought about how you'll share your experience on social media?
- ✓ Updated your resume?

During the Job Shadow ...

- ✓ Arrive at the workplace appropriately dressed and on time. Attend the orientation if one is offered.
- ✓ Turn off your cellphone, except to take photos, if the company allows (ask first).
- ✓ Develop some skill-specific learning outcomes with your job shadow host and work on them.
- ✓ Comply with all health and safety regulations.
- ✓ Be observant and ask appropriate questions.
- ✓ Reflect on the connection between what you're learning in the classroom and what goes on in the workplace.

After the Job Shadow ...

- ✓ Reflect on the day. Talk to your classmates and faculty about the job shadow and whether you're interested in pursuing a career in that industry.
- ✓ Participate in classroom activities that help you think about the value of the job shadow.
- ✓ Think about next steps in moving your career forward.
- ✓ Send a follow-up email thanking the employer for his or her time. Ask if you can connect on LinkedIn. If you're interested in working there, say so and ask for next steps.
- ✓ Fill out any evaluation forms. Be honest. That will help make future job shadows more impactful.
- ✓ Share your experience with your peers on social media. Perhaps a blog post about the job shadow?