

# Job Shadowing

## Benefits

- Preview an array of professions of your interest
- Explore a variety of career settings
- Personal and professional career exposure and development

## Etiquette

- Be neat, clean and tidy looking.
- Dress professionally.
- Hair must be neat, clean, and well groomed. Long hair must be tied back.
- Jewelry must be professional and kept to a minimum. No pierced jewelry, except earrings, may be shown.
- Fingernails should be clean and neatly trimmed.
- Do Not Wear:
  - Excessively tight, revealing or baggy clothes
  - Jeans, shorts, t-shirts, sweatshirts or sweatpants
  - Bare midriffs, strapless or spaghetti strap tops or tank tops
  - Open toe or open back shoes
  - Excessive make up
  - Cologne, perfume or scented lotions
- NO gum chewing
- NO cell phones

## Conduct

- Out of courtesy, arrive 5 minutes early. This practice will help avoid a late arrival and help you maintain a responsible image.
- If you have a change in your schedule or are ill, contact the person you are shadowing to let him/her know you need to reschedule.
- Arrive prepared! Some students choose to carry a pen & notebook.
- Act courteously and respectfully at all times!
- If given a task, try to follow it exactly. If you are unclear, ask for the directions again.
- Display active listening skills and a positive attitude.
- Send your shadow mentor a hand-written thank you note.

## Where to Job Shadow...

- You can shadow virtually anywhere.
- Make arrangements with any professional in your interest area.
- Contact the professional, let them know you are a UNK student, and request time to shadow.

## Positive Assertiveness

In order to make this an effective learning experience, you will want to show visible interest and excitement in your shadowing opportunity. Demonstrate confidence in your abilities, as well as enthusiasm. Ask the suggested questions on the next page.

## Questions to Ask

- What is your job title?
- What are your main tasks on a typical day?
- What are your most important activities?
- What problems or challenges are there in this type of work?
- What are the benefits of doing this kind of work? (Pay, fringes, advancements)
- What kind of training or education qualified you for your job?
- What entry-level jobs are there in this field?
- What special skills are needed in your work?
- What advice would you give someone trying to enter this field?
- What do you like best about your job?
- What do you like least about your job?
- What is an entry-level salary for this job?
- What is the highest salary for this job?
- Describe other benefits provided by this company: insurance, leave, educational opportunities, vacation, other
- What do you remember most about being an undergrad?
- How did you get from college to where you are now in your career?
- What piece of advice would you give me if I wanted to pursue this career?
- **Ask the employer for a business card for future reference and networking.**

**Reflect. Type the answers to these questions on a separate sheet and turn in.**

- 1) What type of work did you observe during your Job Shadow?
- 2) Describe your Job Shadow site
- 3) What did you like best about your Job Shadow experience?
- 4) What did you least about your Job Shadow experience?
- 5) What surprised you most about the experience?
- 6) What do you think was the most important thing you learned from the experience?

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## JOB SHADOW VERIFICATION WORKSHEET

Student's Name: \_\_\_\_\_

Profession Shadowed: \_\_\_\_\_

Location/Organization: \_\_\_\_\_

Date/Time of Experience: \_\_\_\_\_

Total Number of Hours: \_\_\_\_\_

Name of Professional: \_\_\_\_\_ Title: \_\_\_\_\_  
(please print)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Professional: \_\_\_\_\_