Job Shadowing Checklist and Tips

PRIOR TO JOB SHADOWING EVENT CHECKLIST

☐ Confirm time and location of the job-shadowing location.

☐ Map out job-shadow location and allow extra time to ensure you are not late.

☐ Dress appropriately. Companies have various professional dressing standards; we will communicate with you before the event, so you know what is appropriate.

☐ Research your job-shadow employer/organization and host to better prepare you for the day. Go to the organization’s website and conduct a search using its name to find other news.

☐ Develop a list of questions you could ask your job shadowing host.

☐ Take a notepad to record observations and insights.

☐ Consider your career aspirations and be prepared to answer questions about your interests and goals.

DURING JOB SHADOWING EVENT TIPS

✓ Turn off your cell phone and resist the urge to text, tweet, or update your Facebook status.

✓ Make good first impressions. As you introduce yourself — or get introduced — shake hands with everyone you meet, smile, and make good eye contact.

✓ Act professionally throughout the job-shadowing experience, showing your enthusiasm and appreciation.

✓ Listen and learn as much as possible during the shadowing.

✓ Gather business cards from the people you meet so that you can add them to your network — and to thank them for taking time from their work to meet with you.

✓ Thank each person you spend time with during the shadow — and follow up with an emailed thank-you note after you’ve completed the shadow experience.