

JOB SHADOWING

Guidelines and Expectations

1. Identify job shadowing site
 - a. Make appointment
 - b. Confirm plans
 - c. Discuss proper attire and behavior
2. Determine length of job shadowing observation—probably 3 hours
3. Identify competency-based objectives of job shadowing experience
 - a. Improve student's professional communication skills
 - b. Explore a range of career possibilities
 - c. Provide networking opportunity with business and industry
 - d. View work processes in real-world setting
 - e. Gain realistic insights into the role and responsibility of chosen career
 - f. Observe common problems encountered on a day-to-day basis
 - g. Allows student to "test" possible career options
4. Decide how student will report on experience
 - a. Journal
 - b. Written report
 - c. Answers to standardized questions
 - d. Instruct students to look for a specific problem related to a subject. Example; "Bring back a math problem that will show the class how the profession you observed uses math."
5. Verify attendance by bringing back a business card or company letterhead
6. Student creates possible questions before job shadowing event:
 - a. Description of business or employment station
 - I. History of the firm
 - II. Organization of the firm
 1. Size or volume of business [roughly]
 2. Number of employees
 - III. Products sold or business services performed
 - IV. Any other items of significance to the company