

# JOB SHADOWING

## *Guidelines and Expectations*

### b. Description of duties

- i. What were the duties and responsibilities you observed?
  - 1. What types of jobs did they perform?
  - 2. What skills do you need to perform these tasks?
  - 3. What problems would you encounter in handling tasks or jobs if assigned to you?
- ii. Shadowing opportunity
  - 1. Whom did you shadow? Name, title, brief description of duties
  - 2. Did you meet fellow workers? What observations did you have about them?
- iii. Describe how the job duties relate to your chosen field of study

### c. Career paths and suggestions for others interested in the field

### d. Pros & Cons

- i. Describe the personal and professional benefits you received during the shadowing experience. Describe any negative aspects of your job shadowing experience.
  - ii. Describe the difference between your expectations prior to job shadowing and the realities of the workplace
  - iii. Discuss the connection between classroom learning and the workplace
- e. Conclusion: What was your overall opinion of your job shadowing experience and would you recommend the experience to other students? – Identify 3-5 significant points that justify your conclusion.

### 7. Student writes thank you note to company

- a. Include one thing student learned or one classroom skill that was reinforced

### 8. Follow up with businesses where students were placed and ask them to complete a paper or online survey [Survey Monkey].

- a. Was the student on time and appropriately dressed?
- b. Do you feel you assisted the student in understanding the important aspects of your job?
- c. Was the student easy to interact with throughout the day?
- d. Was the student well prepared for the job shadowing experience?  
What skills should we focus on in the classroom?
- e. Would you be willing to host a job shadowing student again?
- f. Would you recommend hosting a job shadowing student to other employees or firms?

### 9. Publicize the event on NOC webpage and local papers