

JOB SHADOW

Suggestions for Employers

Introduction

- Give an overview of yourself.
- Describe and explain your path to your career.
- Ask the student to talk about themselves.
- Find things in common.

Remember throughout the day to:

Narrate
Inform
Explain

Suggested Job Shadow Activities

1. Observe Company Staff Meetings.
2. Complete office tasks or assist with projects.
3. Conduct informational interviews with both professional and administrative staff.
4. Shadow client interactions.
5. Observe functions and duties of a particular career.
6. Review the organization's mission/vision statement and organizational charts.
7. Understand office policies and procedures.
8. Review current trends in the profession.
9. Explore potential career paths within the organization.
10. Meet with key players of the organization.
11. Tour the facilities.

Information to Share

- What do you do during a typical workday?
- What skills/abilities//attributes are most important in your work?
- How did you enter this field?
- What preparations (college major, training, other work experiences) would you suggest for someone interested in this field?
- What are the areas of growth in this field?
- What are the most significant problems in your specific job, department, or organization? To respond to these problems, what attributes do you seek in people you hire?
- What is the average beginning salary for a person entering this career field?
- Do employees have the opportunity for advancement within your organization? If so, how often is it typical?
- How much flexibility does one typically have regarding innovation, self-expression, work hours, lifestyle, decision-making (authority), and feedback? Do employees regularly work overtime?
- What percentage of time do you spend in interaction with people (staff and clients)? Working independently? Working with a team?
- Do you have any advice for me?

Additional Suggestions

- Provide any relevant resources.
- Provide contact information if desired.