



Job Shadows: Suggestions for Individuals Shadowing

1. Do your homework. Prior to going into a job shadow, take time to research the career you are shadowing and the employer. The more you research, the easier it will be to ask great questions, and the more benefit you will get from your experience.
2. Dress like you work there. Treat your job shadow as an opportunity to learn AND an opportunity to make a great impression on a prospective employer.
3. Show up! If you commit to a job shadow, know that an employee has committed time from their day to focus on you. If you are unable to keep your commitment, contact the individual you were scheduled to shadow as far in advance as possible. Request to reschedule at the shadow provider's convenience.
4. Be prepared with questions. Bring them on paper or saved in your phone so you don't forget anything. Here are some examples of questions you might ask:
 - a. What made you select your career?
 - b. How long have you worked for this company? Where did you work previously?
 - c. What could I expect to earn at an entry level in this type of job? (Do NOT ask what the job shadow provider earns.) You can also ask what the salary range would be for this position.
 - d. Are you required to continue your training/education while working?
 - e. Who do you interact with in the workplace? What are their roles with the company?
 - f. What type of education/training did your job require?
 - g. What benefits does your company provide?
 - h. If I decide to pursue this career, what would you suggest I do to prepare?
 - i. What technology do you use in your work? Has this changed since you started working here?
 - j. What do you like most/least about your job?
 - k. What classes should I take in high school/college to prepare for this career?
5. Be sure to thank the individual you shadow at the end of your visit, and follow up with a written thank you.

For more information, visit thetalentlink.org.