



Job Shadows: Suggestions for Individuals Being Shadowed

1. Check with the teacher that the students has done basic research into the job and still have an interest in it.
2. Connect with teacher or student prior to the activity.
 - a. Confirm the day/time you will be meeting with him/her.
 - b. Provide instructions about where to go once they arrive at your company.
 - c. Remind them of any safety requirements you may have (long pants, close-toed shoes, jewelry, etc.).
3. Work to make the experience as comfortable as possible. The job shadower is in an unfamiliar place, talking with people who are typically much older than they are. Keep things as casual, but professional.
4. Expect questions. Answer questions as completely and honestly as possible. If you are asked a question that you feel is not appropriate (i.e., how much money do you make?), suggest a better way to pose the question. Do not feel like you are obligated to answer questions you do not feel comfortable answering.
5. Introduce your shadower to others in your company, and provide a brief description of what they do for the organization.
6. Be sure to provide your shadower with a business card so they can follow up with any additional questions.

For more information, visit thetalentlink.org.