



Tips for Preparing Your Students to Job Shadow

1. Double-check that the student wants and is willing to do the job shadow. They should understand the make-up work and the transportation it will require. Employers take their time to do this so we don't want tell them the student has change their mind.
2. Make sure they do their homework researching both the career and the employer. The more you research, the easier it will be to ask great questions, and the more benefit students will get from the experience.
3. Have them dress like they work there: treating the job shadow as an opportunity to learn AND as an opportunity to make a great impression on a prospective employer. While not common, it does happen.
4. Show up! Ensure your students commit to a job shadow, knowing that an employee has committed time from their day to focus on the youth. If they are unable to keep the commitment, contact the individual scheduled to shadow as far in advance as possible. Request to reschedule at the shadow provider's convenience.
5. Be prepared with questions. Bring them on paper or saved in your phone so nothing is forgotten. Here are some examples of questions:
 - 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?
6. Be sure the student thanks the individual shadowed at the end of your visit and follows up with a written thank you.

For more information, visit thetalentlink.org.