



## What is Job Shadowing?

“Job shadowing is a work experience option where students learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the student. Students witness first-hand the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. Job shadowing is designed to increase career awareness, help model student behavior through examples, and reinforce in the student the link between classroom learning and work requirements. Almost any workplace is a potential job-shadowing site. Job shadowing is limited in that it allows students to observe only; direct work experience, responsibility, and skills are not acquired.”

(by Paris and Mason, 1995)

## Job Shadow – Expectations and Responsibilities

1. Placement Services will give students who participate in job shadows the name of a person to contact.
2. A phone call and confirmation letter must precede the visit to the business to provide confirmation, to introduce you and to explain the purpose of the job shadow. An example is on the right of the page.
3. Please use the form on the back side while gathering the following information:
  - The name of the contact person
  - The address of the business
  - The best time/date to do the job shadow
  - The appropriate dress
  - The location to meet the contact person
  - Any other arrangements
  - *FILL OUT THE FORM ON THE BACK SIDE AND TAKE IT WITH YOU TO THE JOB SHADOW TO HAVE YOUR CONTACT PERSON SIGN.*
4. Responsibilities of the Student
  - Show up on time (or a few minutes early) and be dressed appropriately for the job
  - Allow a minimum of four hours to complete a job shadow
  - Be respectful of the rules and regulations of the company
  - Be courteous, respectful and helpful
  - Take time to make observation notes
  - If you cannot attend the scheduled job shadow, call the business prior to your scheduled time

After the job shadowing experience, send the employer a thank-you note. An example is on the right of the page.



## Sample: Confirmation Letter

Date

Contact name  
Company/Business name  
Business address  
City, state, zip

Dear (insert name of contact),

Thank you for agreeing to host my job shadowing experience. I look forward to coming on (insert date here) from (insert time here). I have an interest in learning more about (insert position being shadowed here), and am glad I will get to see the job in action.

I will meet (insert name of person to shadowed) at (insert location).

Again, thank you for your time. I look forward to meeting you.

Respectfully,  
(insert your name here)

## Sample: Thank-you Letter

Date

Contact name  
Company/Business name  
Business address  
City, state, zip

Dear (insert contact name):  
(Thank the employee who allowed you to do the job shadow. Mention the time spent and the effort made on their part. Talk specifically about what you learned from the job shadow. Close with why this was a valuable experience.)

Again, thank you for your time.

Sincerely,  
(insert your name here)

For more information contact the  
Placement Office at 715.803.1668



Student participating in the job shadow:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Career interest: \_\_\_\_\_

Business participating in the job shadow:

Organization/Business: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place to meet: \_\_\_\_\_

Description and specifications of the job shadow (including appropriate attire and if any specific type of shoes are required and/or safety equipment):

Business contact signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Job Shadow Questions**

- How did you get into this field?
- What do you like most about your job?
- What are the advantages of being in the field?
- What do you like least about your job?
- What are the disadvantages of being in the field?
- What part of the job is most satisfying?
- What part of the job is most challenging?
- What is your typical day like? Describe a typical day, week, or month.
- What type of work schedule can I expect?
- What are your job responsibilities?
- Are these duties the same for everyone with this job title?
- In terms of talent and personality, what kind of individual would be best suited for this job?
- What personal qualities or abilities are important for being successful in this job?
- What kind of people do you have to deal with in this field? How much of your day is spent with people versus working on your own?
- What is the employment outlook for someone entering this field today?
- How do you see jobs in this field changing in the future?
- What advice would you give me for locating and obtaining a job in this field?
- What sources of information would you recommend (magazines, journals, etc.)?

- What kinds of programs or activities does your organization offer?
- What is the average salary in your occupation?
- What benefits could I expect in this field?
- What seem to be the recurring problems for people in your field?
- What kind of education is needed?
- What kind of training is required? Any license or other qualifications needed?
- What other work experience might help me break into the field?
- What entry-level jobs are best for learning as much as possible about this field?
- What rewards does your job offer?
- What are some related career fields?
- What are some settings in which people in this occupation are found?
- What would be a typical career path in this field?
- What are the opportunities for advancement?
- How did you get started in this field?
- How did you obtain your first job?
- What kinds of skills do you need to meet the challenges of your position?
- If you had it to do over again, what would you do differently?
- Can you recommend anyone else who could assist my research of this occupation?

**Questions about the specific organization:**

- Please tell me more about your organization and its purpose.
- Is your organization growing, diminishing or maintaining its size?
- How does your organization compete or cooperate with others in this field?
- How do you think your job would be different if you were working in a larger or smaller organization?
- How is your organization funded?
- What is unique about your organization?
- In the future, do you think your organization will need more employees in this field?
- How secure is your job within this organization?

**Questions about personal insights and experiences:**

- What field did you prepare for and expect to enter originally?
- How did you get where you are in the field today?
- If you needed to leave your present job, to what other jobs could you apply your skills?
- Would you advise someone to enter this career field?