

JOB SHADOWING TIPS

1. **Introduce Yourself**

Begin the day with a handshake. Smile and introduce yourself, using your first and last name and the school you're from. Inform your Job Shadowing host that you'll be taking notes for this assignment.

2. **Respect Time**

When you interview a person at their place of employment, it is likely that they are putting aside other work to talk to you. Respect their generosity.

3. **Be Prepared**

Have your research sheet and questions ready. It's impressive to show that you've taken time to prepare.

4. **Be Professional**

Ask your questions precisely, don't ramble. Bring your questions in your Job Shadow folder. Remember to dress appropriately for a business setting.

5. **Listen**

Listen to all of your host's response before writing a brief summary in your notes. If you don't completely understand, say so, and ask for more details.

6. **Don't Be Afraid**

Your host understands that it takes time to get notes down properly. A little quiet as you write demonstrates respect for what they have said. Don't worry about the quiet.

7. **Be Courteous**

Because you are in a place of employment, you need to time your questions appropriately and do not interrupt potential sales or customer needs.

8. **End Thankfully**

Ask you host if there is anything else they would like to add to your report before you return it to your teacher. Everyone you meet is a potential connection to another opportunity. It is very appropriate to send a thank you card to your host. You never know when you may return to ask for a job.

QUESTIONS TO ASK YOUR JOB SHADOW HOST

Safety Related Questions:

1. What are the dangers of this job?
2. Are there any hazards I should know about?
3. Am I expected to wear any safety equipment while I am here? If so, will you show me how to use it properly?
4. What should I do if I get hurt today?

Occupation Related Questions:

1. How did you get into this work? Get started in this job?
2. How did you prepare yourself for this job? This profession?
3. What classes can I take to prepare myself for this career area?
4. Knowing what you know now, would you take the same job again? Why or why not?
5. What do you like most about it? Like least about it? What do you find most rewarding about your work?
6. What skills or personal qualities are necessary in this career?
7. What do you do in a typical day?
8. What type of people do you work with?
9. What are other occupations in this career area?
10. How do you feel when you're at your job? Are there high times, low times?
11. What is your project (or organization) trying to accomplish?
12. Would you advise young people to enter this career area? Why or why not?
13. What, in your opinion, is the job outlook in this career area?

Others:
