

JOB SHADOWING

Job Shadowing is essentially spending time with someone who is doing a job you are interested in learning about. The shadower watches, listens, and learns to see what a day in the life of this person is like.

1. Identify a person to shadow through friends, family, alumni, professors, etc.
2. Contact the person via email, letter, or phone to discuss the possibility
3. Find dates that work for both of your schedules
4. Ask the person for details such as how to dress for the day, whether you will need to bring anything, time to arrive, when it will end, will you be going anywhere, etc.
5. Bring a portfolio to take notes in
6. In addition to what you see and hear while on the job, consider asking your shadowee some of the questions noted in the Informational Interviewing section of The Career Center's website
7. Follow up with a thank-you note