



University of Dubuque Career Services

Job Shadow Program Student Packet



Everything you need to conduct a job shadow opportunity!

Career Services Main Office
2nd Floor Peters Commons
Phone: 563-589-3132
Email: career@dbq.edu

Career Services Satellite Office
105 Myers Library
Phone: 563-589-3167

Enhancing Career Development & Exploratory Learning Opportunities!



Job Shadow Program Student Packet

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Enhancing Career Development & Exploratory Learning Opportunities!



What is job shadowing?

Job shadowing is an opportunity for you to connect with, or “shadow,” a business professional who has specific knowledge about an occupation or career in which you are interested. While you shadow, you will observe the responsibilities and tasks associated with your shadow professional’s career and have the opportunity to ask questions about the knowledge, skills, talents, and level of education required for the observed job. While the purpose of job shadowing is to let you gather career-related information and expand your networking contacts, it also allows you to build interviewing skills, become aware of trends in the field, and see workforce technologies in action.

Does job shadowing really work?

Yes! Job shadowing works because most people:

- Enjoy talking about their jobs and career fields.
- Are flattered that you ask their advice to assist with your career and future.
- Are empathetic about career transitions because they have experienced them.
- Like to assist others because it makes them feel good.

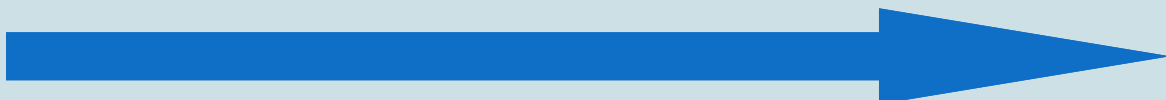


Why should I consider doing a job shadow?

A job shadowing experience may:

- Present up-to-date facts that can assist in your decision making about an occupation.
- Inform you about the skills required for certain jobs so you can match the job with your skills.
- Provide valuable networking contacts to utilize when conducting your actual job or internship search.
- Assist in developing communication skills and self-confidence in talking with professional people in a work environment that is more relaxed than an actual work environment since your immersion in that work environment is for the purpose of learning rather than production.
- Expose you to occupational “buzzwords” unique to the career field of your choice.
- Give you an edge in future interviews by providing inside knowledge not known by your competition.
- Develop basic skills similar to those used in a targeted job search.
- Research and gather information to assist you in making career decisions. Your goals for the call are to connect with your shadowing mentor and schedule the time and date for the shadowing experience.

INTERESTED? TO GET STARTED, SEE PAGE 2!





How do I get started?

Determine a list of 2-3 faculty members, employers, UD alums, or organizations you feel has career related information you are seeking. Identify people who:

- Share a common interest in, enthusiasm for, or involvement in some activity that appeals to you.
- Work in a career setting you enjoy.
- Work in career areas that interest you.
- Work in a specific job or in a specific organization which interests you.
- **IMPORTANT: Fill out the Job Shadow Form and submit to Career Services for review and signature (found on page 3)**

If you are having trouble developing a list of potential job shadow sites, please contact career services to go through some of your options.

How do I find potential contacts?.

- Contact family, friends, or networking acquaintances to find contact information.
- Use the Internet and search companies websites for contact information.
- Use Linked In. Linked in is a professional networking website similar to Facebook. Develop a LinkedIn profile and search for individuals of interest.
- Check the yellow pages.

How do I contact these people?

There are three ways to establish a job shadowing experience. You may want to use all three:

- Referral – Visit Career Services to be referred to potential job shadow sites.
- Telephone – Contact area business professionals & explain that you are a UD student seeking a job shadow visit.
- Write a letter / e-mail – If you have the name of a potential contact, you may wish to write a letter or e-mail before making the telephone call. Make sure your letter clearly states your purpose and desire to schedule a job-shadowing experience. Indicate that you will follow up by a telephone call in hopes of scheduling a specific date and time. Send a copy of your resume along with the letter or email.

Student responsibilities for the job shadow program

- Contact by telephone, e-mail, or letter, the job-shadowing professional and arrange a meeting date. This meeting should be at the professional's place of work.. Students should also send a copy of their resume.
- **Complete and submit a Job Shadow Program Form to Career Services (Found on page 3)**
- Become familiar with the job shadow process and prepare in advance the questions that will be asked during the meeting.
- Arrive at the agreed upon time and be dressed appropriately.
- Follow up the interview with a thank you note.
- **Complete and submit the Job Shadow Program Follow up form (Found on page 4)**

SEE PAGE 3 TO COMPLETE THE JOB SHADOW FORM

Job Shadow Program Form

PAGE 3

TO BE COMPLETED **BEFORE** YOUR JOB SHADOW VISIT

Name: _____ Major: _____

Classification: _____ Minor: _____

(Freshman, Sophomore, Junior, Senior)

Email: _____ Phone: _____

Why are you interested in participating in a job shadow program?

Have you determined a job shadow site? If so, where and with what professional?

What time and date is the job shadow if it has been established?

Before completing a job shadow opportunity, please complete the following:

Check which items you have completed

- ___ Developed a list of potential job shadow professional to contact
- ___ Contacted a professional to set up a job shadow opportunity via email, mail, or telephone
- ___ Sent resume to job shadow professional for review prior to visit
- ___ Set up a time/date to meet a job shadow professional
- ___ Completed and submitted the Job Shadow form to Career Services
- ___ Developed a list of questions to ask the professional during the job shadow visit

Drop off this document at:

Career Services Main Office
Dr. Amy Baus, Psy D.
Director of Career & Life Services
2nd Floor Peters Commons
Phone: 563-589-3132

OR

Career Services Satellite Office
Trina Landmesser M.Ed.
Career Development Specialist
105 Myers Library
Phone: 563-589-3167

AFTER COMPLETING A JOB SHADOW OPPORTUNITY, PLEASE FILL OUT THE JOB SHADOW FOLLOW UP FORM AND SUBMIT TO CAREER SERVICES

Job Shadow Follow Up Form

PAGE 4

TO BE COMPLETED AFTER YOUR JOB SHADOW VISIT

Name: _____ Major: _____

Classification: _____ Minor: _____

(Freshman, Sophomore, Junior, Senior)

Email: _____ Phone: _____

Please rate the following questions.

Not very Somewhat Very

1 2 3 4 5

How informative would you describe your job shadow visit experience?

1 2 3 4 5

Has this site visit changed the way you think about a career in this field?

1 2 3 4 5

How beneficial was this job shadow visit for your career choices?

1 2 3 4 5

Would you recommend a site visit to a friend?

Yes _____ No _____

Where and with whom did you participate in a job shadow visit? (If more than one, please list all on the back of this form)

Are you considering to participate in another job shadow visit in the future? If so, with whom, and when?

After completing a job shadow opportunity, you should complete the following:

Check which items you have completed

___ Sent a thank you letter to each professional you conducted a job shadow visit with

___ Completed and submitted the Job Shadow Follow up form to Career Services

Drop off this document at:

Career Services Main Office
2nd Floor Peters Commons
Phone: 563-589-3132

OR

Career Services Satellite Office
105 Myers Library
Phone: 563-589-3167

THANK YOU FOR FILLING OUT THIS FORM.
HOPE YOU ENJOYED YOUR JOB SHADOW EXPERIENCE!



Helpful Tips to Follow

- Send a copy of your resume to your job shadow professional for review.
- Know what you want to accomplish – The primary objective of job shadowing is to investigate a specific career field so you can make an informed career decision.
- Identify your potential contacts – When you know what you want to accomplish, ask yourself, “Who has the information I need?”
- Arrange for the job shadow experience – You will want to discuss arrangements with your job shadow professional. Your experience could be arranged for any amount of time ranging from one half hour to a day or a week. Your job shadow will typically start with questions related to the job or specific career field.
- Prepare for your job shadow experience - Plan what you want to discuss with your job shadow professional. Come prepared with specific questions about the organization. Even though you are looking for information rather than a job, this same organization might, in the future, have an opening in which you would be interested.
- Day of job shadow - Remember that this is a professional experience. You do not need to wear “interview apparel.” However, you should dress appropriately in “business casual.”
- Try to obtain additional contact names – Before you conclude the job shadow experience, ask the professional if he or she can think of other individuals who might be helpful contacts for gaining additional job-shadowing and career-related information. By compiling the names of career-related contacts you will gradually build your professional network.
- Follow up – Write the job shadow professional a thank you letter as soon as possible. Mention some items that you found particularly interesting or helpful. Some contacts may ask you to stay in touch so they can monitor your career path.

Questions About a Specific Career Field

1. What are the main responsibilities associated with work in your field?
2. Please describe a typical day, week, and month.
3. What interests and skills are needed for successful employment in this field?
4. What are the advantages of working in this field? Disadvantages?
5. What salary and benefits can I expect?
6. What education and experiences will I need to break into the field?
7. What type of work schedule does this field require?
8. Are jobs in this field limited to any particular geographic area(s)?
9. How do people find out about openings in your occupation?
10. What is the current outlook for new college graduates in this field?
11. Are you satisfied with the career field you have chosen?
12. What do you see happening to your profession in the next five to ten years?

Questions About a Specific Organization

1. Please tell me more about your organization and its purpose.
2. Is your organization growing, diminishing, or maintaining its size?
3. How does your organization compete or cooperate with other organizations within this field?
4. How do you think your job would be different if you worked in a larger/smaller organization?
5. How is your organization funded?
6. What is unique about your organization?
7. In the future, do you think your organization will need more employees in this field?

Questions About Personal Insights and Experiences

1. What field did you prepare for and expect to enter originally?
2. How did you get where you are in your field?
3. If you needed to leave your present job, to what other jobs could you apply your skills?
4. Would you advise someone to enter your career field?
5. What would you have done differently in your career?
6. What do you like most about your job?
7. What would you identify as the top two personal rewards from the work you do?



Example of Email/Letter to send to potential Job Shadow Professional:

Dear Mr. Smith:

I was recently referred to you by Diane Duke from BlueCom Radio in Des Moines, Ia. She recommended you as an excellent source of information on the communications industry.

I am currently working on a Bachelors of Business Administration degree, majoring in Communication at the University of Dubuque (UD). I am wanting to develop a job shadow opportunity with an employer in my field of interest. If your schedule permits, I would appreciate hearing your insights in the communications industry, as well as ask you questions on career-related information, become more aware of trends in the field, and see the communication workforce in action.

Thank you so much in advance for any insight and advice you would be willing to share. I look forward to contacting you early next week to set up a time for a job shadow opportunity. Thank you for your time and consideration.

Sincerely,
Your Name

Enclosure: Resume

Example of Thank you letter to send after Job Shadow visit:

Dear Mr. Hamilton,

Thank you for taking time out of your busy work schedule to provide me the job-shadowing experience on March 15, 2007.

I found the tour of the facility and the career-related information you shared to be extremely valuable. Being able to talk to other accountants helped me realize my career goals and the kind of company I would like to work for in the future. I specifically enjoyed attending a staff meeting to experience some of the everyday issues that can arise in an office setting. Thank you for answering all of my questions; the information was very educational and invaluable.

I thank you again for your generosity and patience in helping me explore my career path.

Sincerely,

Emily Sanchez