

### THINGS TO DO BEFORE YOUR JOB SHADOW

- Prepare/review questions to ask your host during your job shadow.
- Make yourself aware of the business location so you arrive timely.
- Make sure you have made arrangements for transportation to and from your job shadow.
- Visit the company's website.

### THINGS TO DO THE DAY OF YOUR JOB SHADOW

- Review your job shadow confirmation for **appropriate dress**, directions and any other important details.
- Arrive 10-15 minutes early.
- Introduce yourself with a handshake and make eye contact.
- Ask the host your prepared questions when appropriate.
- Thank your host for allowing you to job shadow.
- Complete
- Write a thank you card/letter (host's name and address are on the job shadow confirmation) and copy it to your school contact.

### THANK-YOU LETTERS

Thank-you letters written by the students are a *vital* part of the process. They help to process the experience. The hosts are touched and gratified to receive a personal thank-you letter, which builds invaluable goodwill for future collaborations. Students should write thank-you letters back at school after Job Shadow Day, or do them immediately after the experience.

Mail the letters to the individual host sites addressing to the business person that volunteered their time with the you.

#### **Sample questions:**

How did you come to work in this field (or industry or position)?

What career path did you take to get where you are?

What do you see as the pros and cons of this type of work?

What are the qualifications and educational requirements for this type of work?

What factors would make one fail or succeed in this type of work?

What are the current challenges faced by this industry?