

## Job Shadowing

*Job shadowing* is a great way to get a close up view of a particular profession! Job shadowing can be done as a one time, 2 hour appointment, or a longer, more regularly scheduled opportunity. Below is important information for you to know to have a successful job shadowing experience and to behave in a professional manner.

*Informational interviewing* is similar, just doesn't involve actually following someone at their workplace. This is a conversation with a professional about his/her day to day work and the path s/he took and advice for you if interested in pursuing a similar direction and career.

We have many professionals and alumni who are happy to have students shadow. How you communicate, dress, and behave reflect importantly on you, positively or negatively. Remember that you are making an impression on each person that you meet—support staff and professional staff alike.

### **Contact with the professional:**

\*All communication, via email or phone, must be more formal. Refer to the person as Ms., Mr., Dr. or Honorable (judge) as appropriate. Write in full sentences, indicate your availability and ask for what works best in his/her schedule.

\*If you need to re-schedule or cancel, do so right away, and with an explanation. (An upcoming exam or paper due is not an appropriate reason to cancel. Your poor planning shouldn't impact the professional).

\*Arrive 10 minutes early for the shadowing experience. If you are going to be a few minutes late, contact the professional's office to alert them. This shows respect for the professional's time.

### **Dress:**

\*Wear business casual. Dress pants with a button shirt/blouse and/or sweater. Men need to wear shoes with socks. *Jeans and sneakers are not appropriate.* Be clean.

### **Cell phone:**

\*Your cell phone should be put away once you arrive and not used (or visible) at any time during your shadowing experience. Take this time to engage and to interact with the professional and his/her colleagues if appropriate.

### **Confidentiality:**

\*Some professionals will have you sign a confidentiality statement. Even if that doesn't occur, you may not speak about client interaction you observed.

### **Follow up:**

\*Thank the professional in person at the time of the shadow, and in writing within 24 hours of the shadowing experience. Your thank you may be sent via email, just keep it more formal. Indicate, what specifically, you found most helpful.

Remember, this is a service you are requesting and one that a professional is providing. Communicate and behave in a respectful, polite, and appreciative manner! This could be the beginning of an important professional relationship with someone who could be beneficial to you in the future!