



ST. CATHERINE
UNIVERSITY

Job Shadow

Student Orientation

Overview:

- What is job shadowing?
- Benefits for students
- Expectations
- Career Chat
- Thanking your host
- What to bring with you
- Reflect on your experience



What is job shadowing?

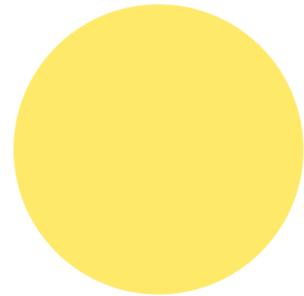
A job shadow is short-term (half-day, one-day, weeklong) unpaid, and not-for-credit career exploration experience for students to learn about an employer, field/industry, and occupation.

During a job shadow experience students will have an opportunity to observe organization operations and staff responsibilities.

A job shadow experience may provide a deeper understanding of a specific occupation that goes beyond a job description and/or allow a student to immerse themselves into an environment to better assess their fit in a particular field or industry.

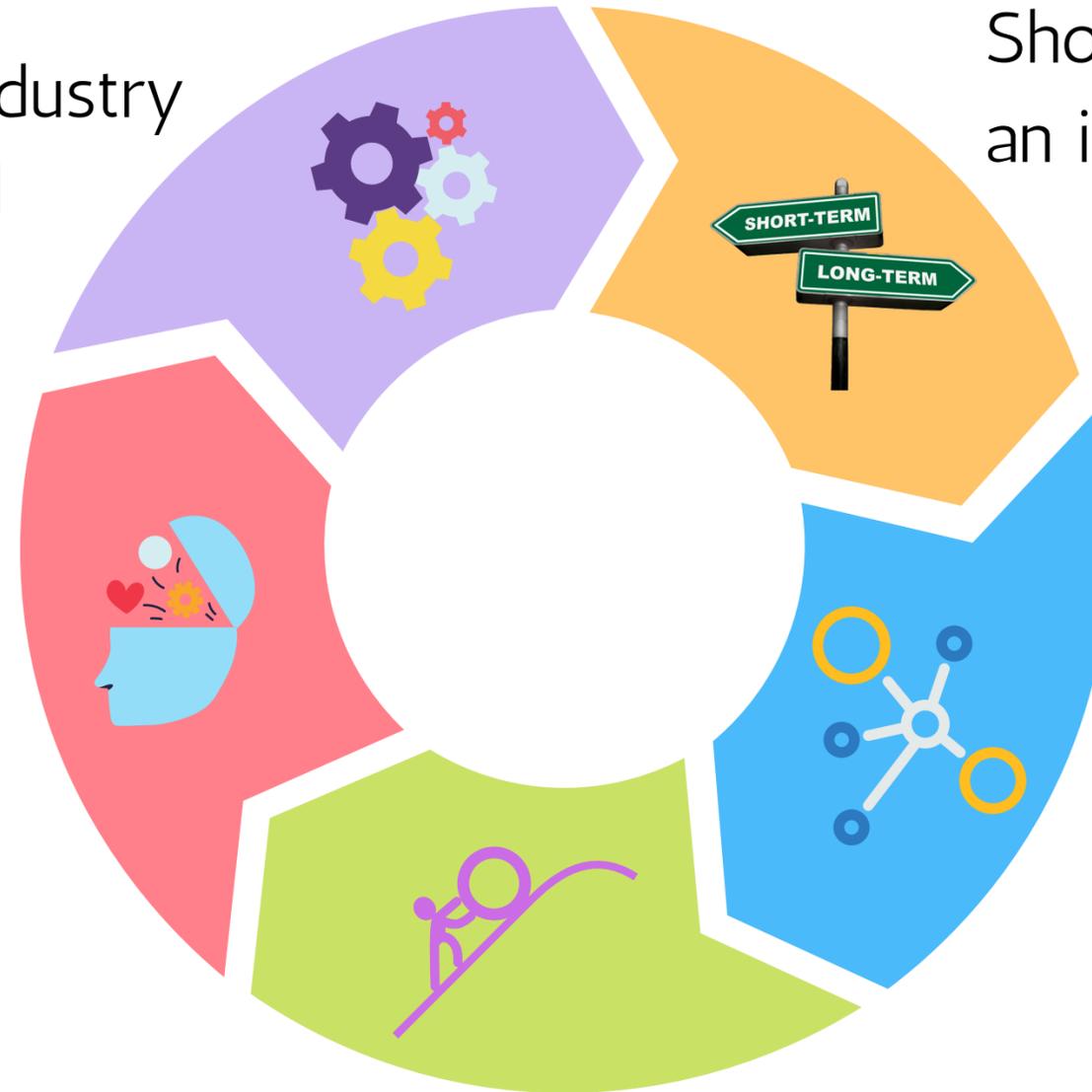


Benefits for students:



Learn about the industry culture, norms, and expectations

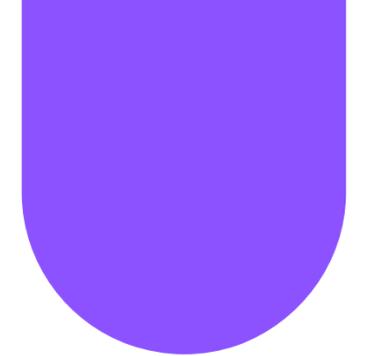
Have a day-in-the-life experience



Short-term alternative to an internship or job

Opportunity for networking and professional development

Learn about challenges in the field





Expectations



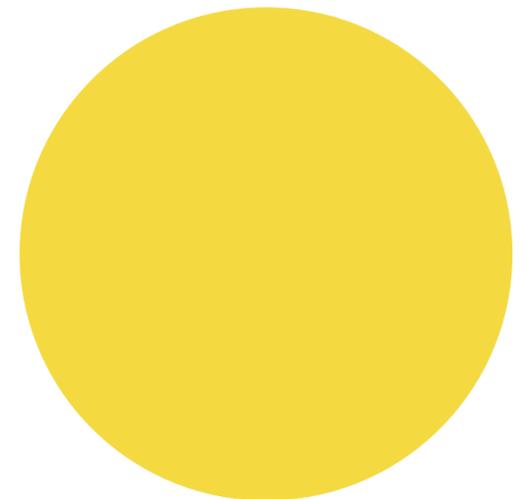
Keep it confidential. Anything you hear or see within an organization may be confidential.



Be professional. Demonstrate maturity, reliability, conscientiousness, and adaptability. Remember this is a day of work for your host, so keep your expectations flexible.



Dress appropriately. Feel free to ask your host about the organization's the dress code.



What is a career chat?

(a.k.a. "informational interview")

A career chat is a way to get insider insight into a job/industry you're interested in.

You can learn about things like:

- What people actually do at work
- What people like and dislike about their jobs/industries
- How people get started in the field
- Current trends in the field



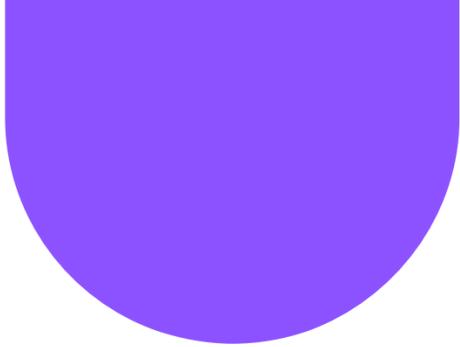
Example Interview Questions:

- Can you tell me a bit about your professional background?
- What does a typical workday look like in your role?
- What do you like most/least about your job?
- How should I prepare myself for emerging trends in this field?
- How competitive is entry into this work? Outlook?
- Are there any books/podcasts you'd recommend to someone new to this field?
- What attributes and skills does a person need in this job?

What NOT to ask:

- What does the company do? (Do your research about this beforehand)
- Personal questions (e.g., how old are you, are you married, do you have kids, how much money do you make)
- Can I leave early?
- Can I use your computer to check my email?

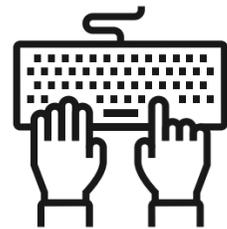




Thank your host and follow up:



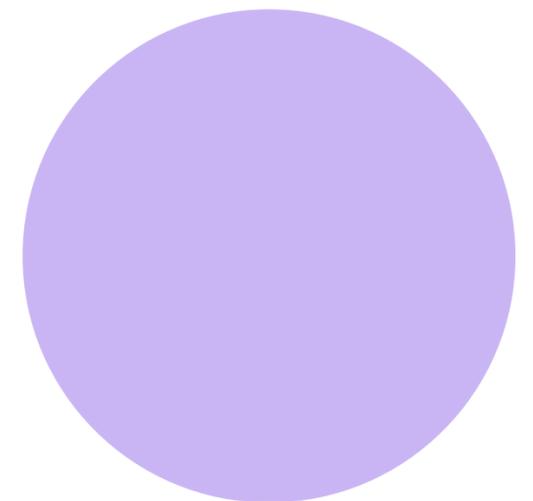
Thank your host at the end of the day. This professional has volunteered their time to help you explore your career.



Send a well-written thank-you email within 24 hours. This shows your appreciation and helps foster an ongoing relationship.



Connect on LinkedIn. Send a request to connect with your host within 24 hours.



Sample thank-you message:

Subject: Thank you

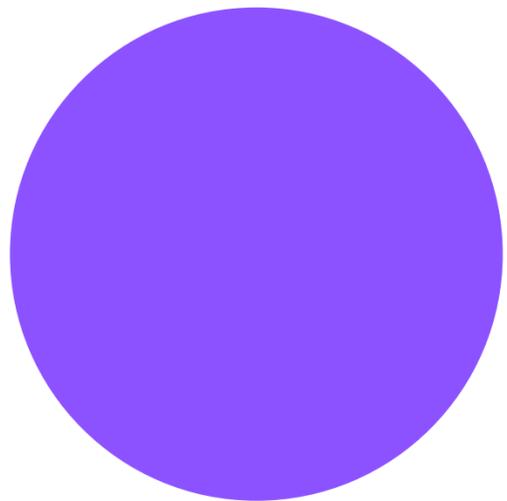
Hi Alice Smith,

Thank you so much for taking the time out of your busy work week to host my job shadow experience. It was so nice to meet you and observe a day-in-the-life of your position.

Having the opportunity to sit in on your team meeting and meet your colleagues was invaluable to me. I especially appreciate the time you took for my questions about your career path and current role. It was beneficial for me to hear about your background and how you perceive the trends in the field of marketing and public relations.

Sincerely,

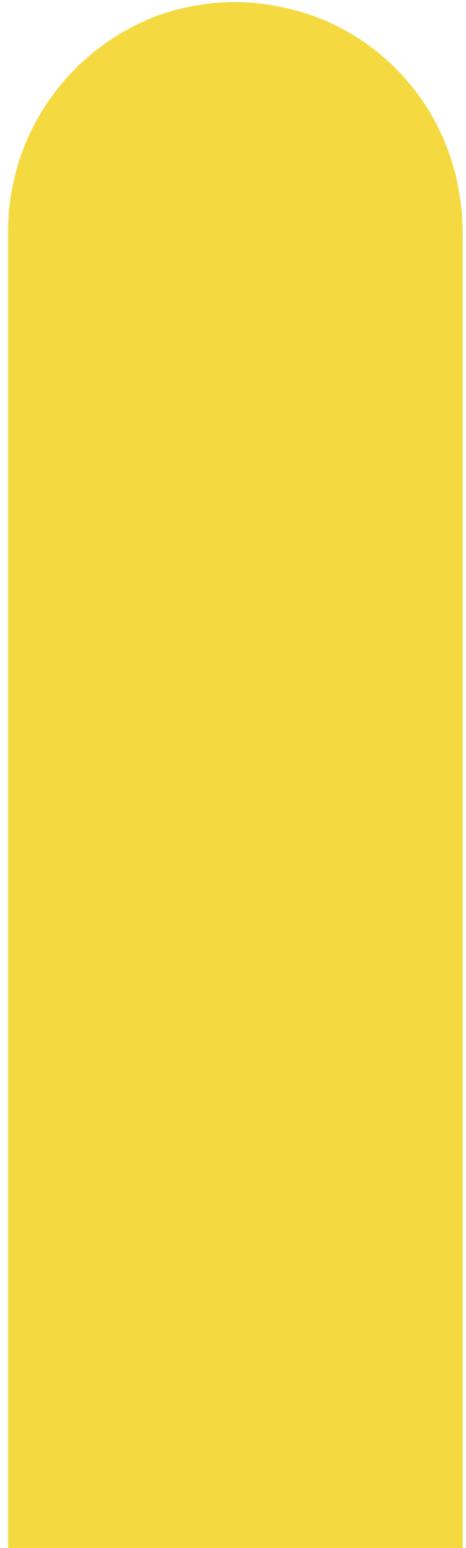
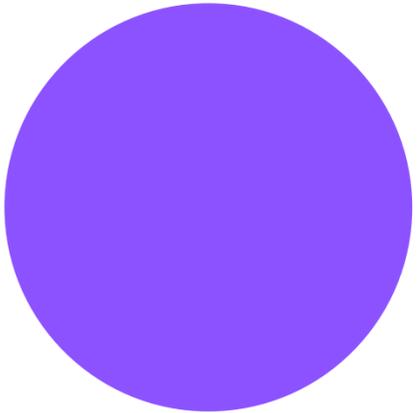
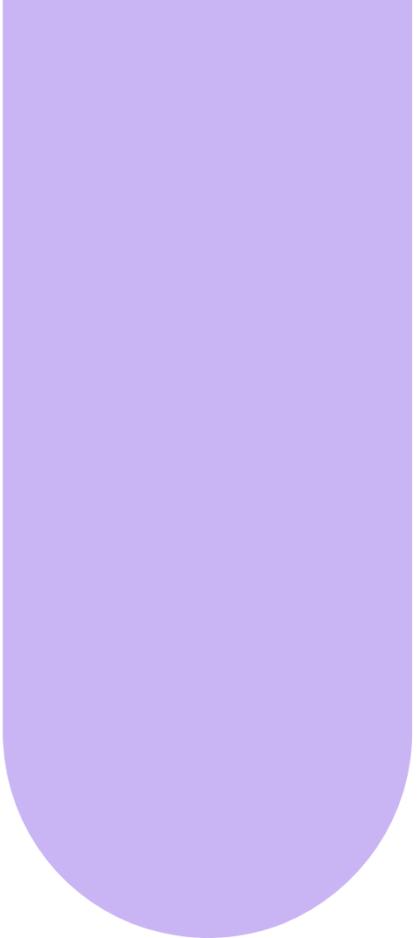
Sara Wells



What to bring:

- Pen and paper for notetaking
- Identification
- Money to cover personal expenses
- Questions to ask your host
- Copy of your resume
- Anything your host asked you to bring with you





**Reflect on your
experience:
HERE**