

Job Shadow Experience Worksheet

Job Shadowing starts by contacting a professional that you wish to job shadow. Be considerate of their time and politely ask if you could job shadow them for a day or a set amount of time. Job shadowing is a great way to go beyond your interview because you will be able to witness the type of work that is done. Print this worksheet as a guide if you plan to job shadow a professional.

I. General Information:

Contact Person _____ Date & Time _____

Work Address _____
(Number/Street) (City, State) (Zip)

Work Phone _____ Email _____

Profession Observed _____

II. Tips for Job Shadowing

- Arrive on time and be polite, courteous and enthusiastic. Make sure to show the person you are shadowing how much you appreciate their time and the opportunity to learn.
- Dress as you would for a job interview for the company.
- Observe everything and ask lots of questions. Do not be silent job shadower! You may want to print off the Interview Worksheet for ideas.
- Be open to attending meetings, trade shows, and any other event that may come up.
- Ask for a job description and/or resume of a professional.
- Do your research. Research the profession before you shadow. Research other Job Shadowing suggestions.

III. Evaluating your Experience

What skills are necessary for the profession?

What technology was used?

What did you learn from attending meetings?

What was the communication channel like, email, phone, etc.?

Other reactions

Overall impression of experience

Continue to investigate this career path

Yes

No