



JOB SHADOW

preparation...

WHAT IS JOB SHADOWING? This is an opportunity to connect with a business professional that has specific knowledge about a career you are exploring. You observe responsibilities associated with their job and have the opportunity to ask questions about the skills, talents, and education requirements. While the purpose is to gain career-related information and build your professional network, it also helps you to develop your confidence and interview skills, learn about industry trends, and see workforce technologies in action.

BEFORE THE EVENT

- Read, sign, email to ucso@indiana.edu the [Student Expectation Document](#)
- Research the firm using the company's website, Hoover's Online, MarketLine, or any other business research website, or current events.
- Focus on service lines, company revenues and size, locations (global?), competitors, mission statement and initiatives, and company or industry news.
- Develop a list of questions from what you research.
- Know where you will travel and how to get there. Make arrangements at least a week ahead and plan to arrive 15 minutes early. Leave yourself time for getting lost, heavy traffic, and finding parking.

DURING THE EVENT

- Dress appropriately as directed by the company contact person (business casual or professional).
- Bring a paper and pen to jot down names of people you meet, key points, and buzzwords.
- Follow direction from the company on where to check in and with whom.
- Remember you are representing yourself and Kelley at all times – you only get one chance to make a positive first impression!

OBSERVE THE WORK

- Assess the skills and strengths necessary for the position.
- Assess the workspace (cubicle or office).
- Observe how professionals apply their education to practice on the job.
- See how technology is used on the job.

OBSERVE THE PEOPLE

- How do employees dress? Business Casual vs. Professional Attire?
- How do people treat one another? Do colleagues greet one another?
- What is the workspace like? Cubes vs. Offices? Is technology readily available?
- What is the facility like? Break room? Workout room? Parking?

AFTER THE EVENT

- Reflect on the experience and what you learned.
- Send a thank you note within 24 hours and include what you value from the experience.
- Update your resume with the experience and add new contacts to your LinkedIn.
- Complete the UCSO Job Shadow Survey for feedback.

NOTES

Four large, empty rectangular boxes stacked vertically, intended for taking notes during the event.

Good luck and have fun!

