

# JOB SHADOWING

## *Guidelines and Expectations*

### b. Description of duties

#### i. What were the duties and responsibilities you observed?

1. What types of jobs did they perform?
2. What skills do you need to perform these tasks?
3. What problems would you encounter in handling tasks or jobs if assigned to you?

#### ii. Shadowing opportunity

1. Whom did you shadow? Name, title, brief description of duties
2. Did you meet fellow workers? What observations did you have about them?

#### iii. Describe how the job duties relate to your chosen field of study

### c. Career paths and suggestions for others interested in the field

### d. Pros & Cons

- i. Describe the personal and professional benefits you received during the shadowing experience. Describe any negative aspects of your job shadowing experience.
- ii. Describe the difference between your expectations prior to job shadowing and the realities of the workplace
- iii. Discuss the connection between classroom learning and the workplace

### e. Conclusion: What was your overall opinion of your job shadowing experience and would you recommend the experience to other students? – Identify 3-5 significant points that justify your conclusion.

## 7. Student writes thank you note to company

- a. Include one thing student learned or one classroom skill that was reinforced

## 8. Follow up with businesses where students were placed and ask them to complete a paper or online survey [Survey Monkey].

- a. Was the student on time and appropriately dressed?
- b. Do you feel you assisted the student in understanding the important aspects of your job?
- c. Was the student easy to interact with throughout the day?
- d. Was the student well prepared for the job shadowing experience?  
What skills should we focus on in the classroom?
- e. Would you be willing to host a job shadowing student again?
- f. Would you recommend hosting a job shadowing student to other employees or firms?

## 9. Publicize the event on NOC webpage and local papers