



Student/Young Adult Tip Sheet Job Shadowing: Success Factors

A tip sheet for students and young adults on how to get the most out of a Job Shadow

Job Shadowing is one of the coolest and most interactive ways to really understand what it takes to do a certain job. You'll be exposed to all sorts of interesting and important aspects of the job and discover if it's a fit for you!

Take Action

Holding a job requires a lot of independent thought and decision-making. Below is a checklist of what you can expect to learn on your Job Shadow. Read through the list and check off what interests you and the goals for the day that are most important to you. Your interests don't have to be prioritized. If you would like to learn something that's not listed here, just add it to the list.

What Should You Expect to Learn?

- How what we learn in class connects to the future.
- What people do at work all day.
- What skills it takes to do the job at hand.
- More about the workplace you're visiting.
- How technology is used on the job.
- New career ideas.
- What education is required.
- How learning and earning are connected.

How Should You Get Ready for the Visit?

- Brainstorm different job sites or careers you'd like explore with a Job Shadow.
- Fill out and turn in any required forms.
- Participate in pre-Job-Shadow activities in class or at your organization.
- Meet with your teacher/coordinator to develop learning objectives for the Job Shadow.
- Double-check the date, time, and location.
- Make sure transportation is taken care of—both to and from the Job Shadow.

How Can You Make the Most of It?

- Dress appropriately and arrive on time.
- Pay attention during the orientation.
- Be engaged and ask good questions.
- Follow all health, safety, environmental standards, and regulations.
- Develop some skill-specific learning outcomes with your Job Shadow host.
- Work toward your learning objectives.
- Understand the connection between what you see and what you're learning in class or at your organization.

What Can You Do After the Job Shadow?

- Reflect on your experience and participate in self-evaluation activities.
- Share with others what you learned and accomplished.
- Send a thank-you note to your Job Shadow host.
- Give good feedback to improve Job Shadows for future experiences.
- Add your Job Shadow experience to your resume and/or portfolio!