

How to Arrange a Job Shadow

Job shadowing is an experiential learning opportunity where someone observes a professional in their workplace to understand the daily tasks, environment, and overall role. It's a short-term experience, often lasting a few hours to a few days, where the observer learns by watching and asking questions. This can help individuals clarify career interests, gain insights into specific roles, and make informed decisions about their career paths.

1. Identify a Field or Role You're Interested In

- Think about industries, majors, or specific careers you want to explore.
- Narrow your focus to one or two areas to help target your outreach.

2. Find Someone to Shadow

- Start with people you know: family, friends, professors, classmates, or alumni.
- Use campus resources: ask a faculty member if they have contacts.
- Search online: Use LinkedIn or search employer websites to find contacts.

3. Reach Out Professionally

- Send a polite, brief message (email or LinkedIn). Here's a sample:

Subject: Request for Job Shadow

Dear [Name],

I'm a [year] student at [University] exploring majors and career paths, and I'm really interested in learning more about your role as a [Job Title]. If possible, I'd love the opportunity to shadow you for a few hours or a day to see what your work is like.

*I'd be happy to work around your schedule and follow any protocols needed.
Thank you for considering my request!*

*Best,
[Your Name]*

4. Prepare for the Experience

- Research the person's role, company, and industry.
- Bring a list of thoughtful questions (e.g., from our previous lists).
- Dress appropriately for the workplace.
- Be on time, engaged, and respectful of their time.

5. Follow Up

- Send a thank-you email within 24 hours.
- Mention what you learned and how it helped you.

Stay in touch—you're building a network!