Job Shadowing 101

What is Job Shadowing?

Job shadowing is an opportunity for a student to observe or "shadow" a professional in his/her own work environment. It is a pre-arranged time and may be as brief as a couple of hours, a morning/afternoon, or even a full day.

How This Will Benefit You

- Gain first-hand knowledge and network with experienced professionals
- Ask questions and gain valuable insight into the challenges, rewards, and daily routine of an occupation in which you are interested

How to Find a Professional to Job Shadow

1. Friends/Family
2. LinkedIn: Search by NSU alumni or job title
3. NSU Faculty/Staff contacts
4. Area Chamber of Commerce directories

Introduce yourself and express your interest in job shadowing the individual at his/her place of employment. Provide a couple of days or times that work well in your schedule, but remember to offer to arrange something *at his/her convenience*.

Sample e-mail message:

Hello Mr. Professional,

My name is Rowdy RiverHawk, and I am a sophomore at Northeastern State University. I am considering a major in Accounting. I was wondering if you might allow me to visit your office sometime this month to observe your work or ask a few questions about what you do. I am available Mondays from 1-4 pm and Tuesdays/Thursdays from 10 am-3 pm. Please let me know if there is a time that works for you.

Thank-you in advance for your time. I look forward to hearing from you soon!

Rowdy RiverHawk
000-111-2345

What to Wear and How to Prepare

Dress appropriately for the setting.
Arrive 5-10 minutes early, but be prepared to wait until the official agree-upon start time.
Bring a pen/paper to take notes as well as a few questions you intend to ask if time allows.
Examples are provided for you below!

1. What does your typical work day look like?
2. What is the most rewarding part of your job?
3. What is the most challenging part of your job?
4. Do you have any advice for me if I plan to pursue this as a career?