

Do you have an interest in a career? Learn about that job before you begin on a path:



Job Shadowing

- ☐ Learn about the **skills required** for certain jobs so you can match them with your skills.
- ☐ Gather up-to-date **career-related information** and become aware of trends in the field.
- ☐ Expand your **professional network** and gain inside knowledge to help with job interviews.
- ☐ Build your **interviewing skills** and expose yourself to occupational lingo unique to the career field.

Get Started.

reach out

This could be someone you know, a contact you found on the internet or email [Mrs. Buttels](#) (BHS College/Career Counselor) to see if she can help.

schedule a date

Call or email to set up a date to shadow. Be sure to state your name, request, age and what you are hoping to gain from the shadow experience. Provide several dates you will be available.

prepare for your day

Research the company and industry ahead of your shadow day. Make sure to dress the part. Arrive 5-10 minutes before the scheduled time. Prepare a list of questions.

follow-up

Send a thank you note/email to the person who allowed you to shadow.

Ask Questions.

specific career field

1. What are the main responsibilities associated with work in your field?
 2. Please describe a typical day, week, month.
 3. What are the advantages of working in this field? Disadvantages?
 4. What salary and benefits can I expect?
 5. What education and experiences will I need to break into the field?
 6. What type of work schedule does this field require (i.e. hours)?
 7. How do people find out about openings in your occupation?
 8. What opportunities exist for advancement and/or lateral movement?
 9. What are the emerging jobs in this field? Where are these jobs?
 10. Are you satisfied with the career field you have chosen?
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specific organization

1. Please tell me more about your organization and its purpose.
 2. How does your organization compete or cooperate with other organizations within this field?
 3. How do you think your job would be different if you were working in a larger or smaller organization?
 4. How is your organization funded?
 5. What is your job security within this organization?
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personal insights and experiences

1. What field did you prepare for and expect to enter originally?
2. How did you get where you are in your field?
3. If you needed to leave your present job, to what other jobs could you apply your skills?
4. Would you advise someone to enter your career field?
5. What would you have done differently in your career?
6. What do you like most about your job?