



SuccessWorks at the College of Letters & Science

UNIVERSITY OF WISCONSIN-MADISON

Job Shadow Overview

[Sign Up to Host Student\(s\) by Completing the Form Here](#)

General Description

A job shadowing experience is a short-term, non-credit experience which enables a student to explore a particular industry, career, or employer. Further, the experience allows a student to participate in observation, gain exposure to industry culture, and network with professionals. Job shadowing enables a student to experience “the day in a life” of a particular field.

What

The SuccessWorks at the College of Letters and Science Job Shadow Program will provide diverse students from the University of Wisconsin Madison with an opportunity to learn about careers of interest. We are recruiting alumni and employer hosts for all our [career communities](#).

When

The job shadow program will take place over students’ winter break between January 5-21, 2022. Hosts can sign up to host as many students as they would like on the day that works for them.

How

Hosts can have students participate in person, remotely, or choose the flexible option of in person or remotely depending on the student’s proximity to the location.

Format Options

A job shadowing experience can be four to eight hours long in a single day between the hours of 9am-5pm.

Desired Student Learning Outcomes

- Explore a particular industry or occupation
- Identify the strengths and challenges of a particular industry or occupation
- Connect with employees in a particular industry or occupation
- Develop “[career readiness competencies](#)”
- Use information gathered to evaluate continued interest in a particular industry or occupation

Possible Specific Activities Covered

Job shadowing enables an employer or alumni to expose a student to a variety of perspectives within

an organization and can include many components. Standard components may include the following:

- Overview of organization, mission, and functions
- Overview of employee's "typical day"
- Tour of the organization's facilities with explanation of how colleagues collaborate
- Overview of the organizational chart and introduction to leadership
- Observation rotations in different functional areas of the organization
- Opportunities to meet various staff members in various roles
- Opportunity to help with a project an employee is working on
- Question and answer session
- Student reflection via discussion or a reflection paper

To maintain attorney client privilege, honor non-disclosure/non-compete/intellectual property agreements, and/or to comply with workplace safety and other policies, hosts can modify the experience as need be. You can also have students sign any necessary releases.

Sample Job Shadowing Agenda:

10am	Student arrives Host provides a tour of the facilities and introduces the student to key staff
11am	Host introduces the profession, industry and/or organization Host allows the student to observe the daily routine
12pm	Break for lunch Host introduces student to coworkers and colleagues
1pm	Host allows the student to shadow a professional in another area of interest
2pm	Student accompanies the host to a team meeting or similar group activity
3pm	Time is set aside time for the student to conduct an informational interview Sample topics for the student to ask/host to address: • How your education and experience relate to your current position • Courses that may be helpful for the student to take to succeed in this company/industry • Licenses or certifications required for this company/industry • Company/industry growth potential, current trends in the industry • Advice for someone entering the field
4pm	Job shadow comes to a close

Benefits to Employers/Alumni

While a job shadowing experience does not provide deliverables to an employer/alumnus, it does represent an important service to the educational community from the area workforce. In addition, employers/alumni may benefit in the following ways:

- Spurring of interest in a particular industry among future generations of employees
- Development of a potential pipeline of candidates from qualified applicants
- Marketing and name recognition among the area community as well as local colleges and universities
- An opportunity to collect new perspectives and ideas from students regarding processes, organizational branding, and more