



The Do's and Don'ts of Job Shadowing

Do's

- Strong handshake/look in eyes “nice to meet you”
- Arrive 15-20 minutes early
- Dress Business/Business Casual
- Turn off and put away your phone, iPad, laptop, etc.
- Eat breakfast and lunch
- Bring your padfolio and 2 pens
- Take notes
- Bring copies of your profile
- Network
- If you don't understand something, keep asking until you do
- Research
 - Organization/Business/Company
 - People
 - Google/LinkedIn/Facebook
- Ask questions
 - About the person
 - How did you choose career
 - Schools
 - Majors
 - About the position
 - Flexibility
 - Hours
 - Advancement
- Thank you email/handwritten note

Don'ts

- Communication
 - Do not use first names unless told to
 - Do not use slang, say “yes” not yeah or yup
- Do not have your phone out
- Do not take photos on the job site
- Do not show you are having a bad day
- Do not remove any company property without permission