

# by: Asking the Right Questions



Job Shadowing is following someone who has a career you're interested in to see what the job entails. Once you have found someone you'd like to shadow, the opportunity to find out as much as you can about the career/job can be answered by asking the right questions. Below are some questions worth asking.

## **Introduction**

- What is your occupation and job title?
- How did you become interested in this type of work?
- Why did you choose this career?
- How did you get your job with this company?
- Have you changed careers or is this your first career?

## **Qualifications**

- What type of education and/or training was required for this job?
- What classes did you take in high school that prepared you for this job?
- Did you interview, take any tests, complete an internship or apprenticeship for this position?
- What experience was required for this job?
- What personality traits are important for this job?
- What kind technical knowledge is required for this job?
- How are technology demands increasing or changing?

## **Duties**

- How many hours do you work in a typical week?
- Are certain times of the month or year busier than other times?
- What kinds of things are you required to do as part of your job?
- Are you required to supervise other employees as part of your job?
- Do you have to depend on others in order to accomplish your job?
- Do you take work home?
- Do you work a shift? What choices do you have in making your work schedule?

### **Salary & Benefits**

- What are the salary ranges for different levels in this field?
- What type, if any, fringe benefits are offered to you for your job?
- How are “raises” earned?
- What is the opportunity for advancement in this area?

### **Personal Satisfaction**

- What do you like best about your job?
- What don't you like about your job?
- How has your company kept up with technology and progressive business management techniques?
- How does your job affect your time away from work?
- What are the job opportunities for this area of work?
- What kind of personal satisfaction do you get from your job?
- If your job progresses as you like, what would be the next step in your career?

### **Miscellaneous**

- What advice would you give a student interested in this career?
- What changes do you see in this area within the next 5-10 years?
- What is your perception of the job outlook?
- If your job was suddenly eliminated, what kinds of work do you feel prepared to do?
- What obligations does your employer place on you outside of the ordinary work week?
- Are there any social obligations that go along with a job in your occupation?
- If you could change careers what career path would you choose?

### **Informational Interviews**

Occasionally the person you want to shadow may not be able to have you follow him or her; you might try to request an informational interview. You can conduct an informational interview over the phone, but it's best to meet the person on the job site. These interviews may not give you a first hand look, but you can still gather a great deal of information to help you decide if this career is right for you. Use the questions listed above.

