

How to Set Up a Job Shadow

Job shadows can be a great way to get an inside look at a career field that you are interested in. It's a good way to make a connection with someone in the field, and it gives you an idea of whether you would enjoy that job. Here are some tips on securing your first job shadow:

1. Know where you want to shadow and why.
 - a. Get an idea of what position(s) you want to see and how they are related to your future plans.
2. Do some research on the company.
 - a. Go online and find their contact information and information about what they do.
3. Make a plan for what you want to say.
 - a. Be sure to explain why you are interested in shadowing at their company. Then, give a brief explanation of how this relates to your current classes or future plans.
4. Call and ask!
 - a. Make sure that you are polite and respectful. Depending on the company, you will likely want to ask for a manager or for their human resources department. Introduce yourself and be clear, concise, and considerate.

Here is a script to help your practice for your big call!

"Hello, my name is _____ and I am a junior at Brown County School. I am calling to ask about the possibility of job shadowing with your company, (say company name). I noticed that your company (say why you chose this company in particular). After I graduate from high school, I am interested in a career in _____ because (give 2 to 3 reasons). I am currently doing (name related classes or clubs) to prepare for this, and I would appreciate the chance to shadow one of your employees to see first-hand what this career is like. Is there anyone in the company who would be willing to give me this opportunity?"

- If they say yes, here are some follow up questions:
 - "Is there a day of the week that would be best for me to come?"
 - "Are there any forms you need me to fill out ahead of time?"
 - "Are there any special dress codes I need to be aware of?"
 - *Make sure you get the employee's contact information so you can confirm the shadow and reach out with any questions.*
- If they say no, be polite and thank them for their time:
 - "I understand. Thank you for your time. Have a nice day."
 - *Don't get too discouraged. Try again somewhere else!*
- Always make sure that you finish by thanking the employee for taking the time to talk to you! If you do get a shadow, it's also nice to send a thank you note after the experience.

Good luck! This is a great first step in exploring your future career!