

# **YOUR LOGO HERE**

## **Job Shadow Program (Sample)**

Academic Year

(This is a sample of our Job Shadow Program, feel free to use it and adapt it to create a program within your organization)

## Definitions/General Information

### What is a Job Shadowing Experience?

Job shadowing is when a student or job-seeker follows and observes a professional for a short period of time, such as a day or a week. This is an unpaid experience for students' professional development. After you've shadowed, you should have a better idea of what professionals do each day and whether or not you can see yourself following that career path. Students are encouraged to seek out job shadow experiences in order to get a better understanding of the tasks, skills, knowledge, education, and abilities needed for that specific career. Students may even learn about expected wages and employment opportunities for the future.

### Why should students participate in Job Shadowing Experiences?

- To explore careers and clarify your career goal
- To discover employment opportunities
- To expand your professional network
- To build confidence for your job interviews
- To access the most up-to-date career information
- To identify your professional strengths and weaknesses
- To get a glimpse of what a day looks like in your future career
- To either reassure that you are on the right career path or redirect you if you are not

### What is expected of Students?

#### Interested in how to participate in a Job Shadow Experience?

1. Identify the occupation or industry you wish to learn about
2. Assess your own interests, abilities, values, and skills, and evaluate labor conditions and trends to identify the best fields to research.
3. Apply to program.
4. Follow programs instructions on how to connect to Job Shadow sites.

### Professional Courtesies

Students are asked to be mindful of the following professional courtesies:

- Be considerate and committed to the Job Shadow Experience
  - Be polite and professional to everyone you meet during the Job Shadow Experience
  - Call in advance to cancel/reschedule if you can not make the Job Shadow Experience
  - Plan ahead and arrive at least 15 minutes prior to arranged time
  - Dress appropriately for the Job Shadow Experience
  - Return phone calls and/or email messages within 24 hours
  - Follow through on agreements and respect confidentiality
  - Follow all company procedures and policies
1. Read all you can about the field prior to the job shadow. Decide what information you would like to obtain about the occupation/industry. Prepare a list of questions that you would like to have answered.
  2. Follow Up, immediately following the job shadow, record the information gathered. Be sure to send a thank-you note to your contact within 24-hours of your visit.
  3. NOTE: Always analyze the information you've gathered. Adjust your job search, resume, and career objective if necessary.

### **What is expected of the (Name of Org) Staff?**

Indicate how you will coordinate the program.

### **What is expected of industry partners?**

Indicate what is expected of Industry Partners.

#### **Suggested Job Shadow Activities**

- Give a company overview, take a tour of different departments
- Discuss/show your day- to-day on the job responsibilities
- Share your academic major(s) and graduate/professions programs you have completed
- Share what you enjoy and don't enjoy about your responsibilities or career field
- Invite student to business or company meeting
- Share information about career path including positions held
- Review a student's resume and offer interview advice
- Introductions to other professionals (networking) based on student's interest
- Discuss challenges and opportunities facing the industry

- Suggestions on how they might best prepare for a specific career field
- The value of agriculture degrees and outlook on the future of agriculture
- Any advice you might have regarding internships, job search strategies and graduate and professional school

## Industry Partner- Job Shadow Program Application

To get a better understanding of who you are and what students can expect by participating in a Job Shadow Experience with your company, please fill out the following application.

**Name (Last):** \_\_\_\_\_ **(First):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**College(s) Attended:** \_\_\_\_\_

**Degree/Major(s):** \_\_\_\_\_ **Minor(s):** \_\_\_\_\_

**Current Occupation:** \_\_\_\_\_

**Are you a Fresno State Alumni?**  Yes  No

**Gender?**  Male  Female  Other  Prefer not to answer

**What can a student expect from a Job Shadow Experience at your company?**

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

## Student Job Shadow Application

To become a part of this unique Job Shadow Experience, please fill out the following application.

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_

Student ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Career Interests: \_\_\_\_\_

Gender?  Male  Female  Other  Prefer not to answer

Class Standing:  Freshman  Sophomore  Junior  Senior

What are your expectations from a Job Shadow Experience?

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

## Job Shadow Log (For Student Only)

Industry Partner Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Month/Year: \_\_\_\_\_

Date	Notes