

TIPS TO MAKE THE MOST OF YOUR VISIT

JUST ASK!

The very best ways to demonstrate your engagement in any experience are to **pay attention, ask questions and listen carefully. Job shadows can get a little awkward when the employer has to do ALL the talking.** So be ready to fire off questions if things start to get quiet. It will make you both more comfortable. Here are some sample questions to get you started. Use these but also come up with your own.

- When did you decide to pursue a career in this field?
- What other jobs did you consider before deciding on this one?
- What skills and education are required for your current position?
- What do you like most about your job?
- Tell me about one of your best days in this job.
- What do you like least about your job?
- Tell me about one of your worst days in this job.
- What is a typical day like? What hours/days do you work?
- What characteristics are important to being successful in this job?
- Do you work alone or on a team most often?
- What can cause stress in this job?
- What is one of your proudest moments in this position?
- What is your perception of the job outlook for this career?
- What are some surprises you've had in this job?
- What are some benefits this company offers? (healthcare, dental, vision, retirement, education reimbursement, advanced training for job skills)
- Were you employed in another field before coming into this position?
 - If so, why did you change professions?
- What kind of training does your company provide incoming employees?
- What do you expect new employees to know before they start?
- What advice would you give to someone considering this career?

HAVING A GREAT TIME? SHOW US!

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mentor for
permission
to post on social media



BE OBSERVANT

While you are shadowing, be sure to pay attention to what is happening all around you. Specifically, notice the people and the technology. Observations like these can help you decide if this is an environment in which you would enjoy working.

PEOPLE

- Describe the clothing people wore.
- Did everyone wear the same attire?
- How did people treat one another?
- Did everyone have the same workspace?
- How did people greet one another?
- How did people answer the phone?

TECHNOLOGY

- How many computers does this workplace have?
- What software programs did you observe?
- What other equipment do employees use at their desks besides computers?
- What other technology does the workplace use to make its product or deliver its services?