

## How to Get the Most from Your Job Shadow

### Prior to Your Job Shadow:

- **Watch for emails from Workplace Learning Connection!**
  - This is our primary means of communication with you. Check your spam/junk mail folder.

### As Soon As You Receive Your Job Shadow Placement via email:

- **It is important that you confirm your attendance** as soon as you have looked at your calendar and determined that you have transportation to and from your job shadow.
- **Call our office if you absolutely cannot attend.** The number will be listed on your confirmation email. We can't guarantee it will be possible to reschedule but if you ask at the time you call to cancel, we will do our best.
- **Watch for an envelope in the postal mail** that might include additional paperwork that you need to complete before your Job Shadow and bring with you. Call our office if you do not get it in 4-5 days after your confirmation email.
- **Look over your mailed materials carefully** for special instructions, and complete any extra paperwork right away.

### Before your Job Shadow:

- **Plan to dress appropriately.** The dress code will be listed in the 'Special Instructions' portion of your Job Shadow confirmation. Look up some examples of the dress code online for guidance.
  - **You DO NOT need to shop especially for this day.** Do the best you can with what you have.
  - **Dress conservatively,** especially job shadows in the **Healthcare professions.**
- **Research the company** so that you're prepared when you arrive. Check out the company's website to learn basic facts such as what work they do, how many people they employ, and when they were founded.
- **Be prepared to discuss yourself and your career goals.** If you're not sure about your career goals, that's fine too, just mention you're still gathering information if you're asked.
- **Prepare some questions you'd like to ask while shadowing.** These questions can be about the job itself, the career field, or advice you're interested in getting.
- **Know how to get to the location and allow extra time** to ensure you are not late.

### During Your Job Shadow:

- **Be on time.** Be respectful of your business host's time by being not being too early, or worse yet, being late. About 5-10 minutes early is perfect.
- **Bring a notepad** so you can take down notes and things you learn.
- **Shake hands and introduce yourself** to every person you meet.
- **Keep your phone off and out of sight** during the job shadow.
- **Be enthusiastic and participate** in each activity suggested.
- **Your business host WILL remember you long after your job shadow is complete.** This is a great opportunity to make a good impression so if you want to get into the profession in a few years, the door is already open.
- Speak to as many people as you can. **Ask for their business cards** if you're interested in talking with them more.
- **Remember to be respectful of people's time.** While most people you meet will be happy to talk with you, remember that you are at someone's workplace and they need to work as well, so try not to take up too much of any one person's time. The work of the business needs to come first.

### After Your Job Shadow:

- **Send thank-you notes** to the person or people you shadowed, and mention a few things you learned. WLC will provide a thank you note in the paperwork you receive via postal mail.
- **Complete the WLC Survey** that you receive via email a couple days after your Job Shadow.
- **Write up a few sentences on your job shadow experience** for your own personal use. Describe what you did, what you enjoyed, what you didn't enjoy, and what you learned. This will be useful information to have in the future when you don't remember the details of your job shadow as clearly.
- **Store contact information and business cards** in a safe place so you can reference them if you need to contact the company again for more information, ask follow-up questions, or if you end up applying for a job there.