Prepare for the Day
• Please contact your host to introduce yourself, provide a copy of your resume, and obtain the following information in preparation for the day:
  ▪ Mutually agreed upon date (during the fall semester)
  ▪ location
  ▪ parking
  ▪ times (arrival/departure)
  ▪ dress code
  ▪ lunch plans
  ▪ additional information that may help you prepare
• Research the industry, organization, and the person you will be shadowing—bring up this information during the day
• This is a time to ask your questions, so come prepared with a list!

Suggestions for the Day
• Host’s title, career path, major, some work and college experiences (internships, your first job, etc.) and why they chose their current role as a career.
• Tour of the workplace and introduction to other employees.
• Take a photo (with the organization/host’s approval) and tweet @shadowahawk
• How various departments work together and how each job contributes to the overall operations of the company.
• What products or services does the company provide customers/community?
• Daily routine and results of the work done
• Skills, responsibilities, education, and training required
• Hands-on activities such as: attending/taking minutes at a meeting, researching a particular topic that is relevant, assisting a customer, etc.
• How the work relates to classes you may be taking in school
• What does the host like/dislike about their role
• Company culture, vision, mission, etc.
• This is a time to ask your questions, so come prepared with a list!

After the Day
• Follow up with a thank you note—preferably handwritten (mandatory)
• Connect with them on LinkedIn, follow up with industry news, questions, and advice

*STUDENT TIPS*

*Keep in mind these are only suggested guidelines.*

*Each job shadow experience is unique.*