JOB SHADOW QUESTIONS

Name_______________________________ Career Shadow_______________________

The following guidelines should help you to get the most out of your job shadow experience.

You should try to ask as many of these questions as possible, but feel free to ask other questions that also might be appropriate.

You must research the answers to these questions on your own BEFORE you attend your job shadow. This will give you information and show that you are truly interested in the company/job, and not just reading through a script. Your host will appreciate your preparation, and enthusiasm, and it will make the shadow more enjoyable for everyone.

1) What is the primary function/purpose of this company?

2) What are the responsibilities of your department?

3) What are your responsibilities?

4) How does your job relate to the overall organization?

5) What kind of concerns do you have working with other people? What types of interactions do you have with people? What interpersonal skills are valuable in working with others?

6) How is technology used on the job?
7) What type of education and/or training does one need to do this job? What type of education/training have you had? What other steps, if any, were necessary to get this job? What, if anything, would you have done differently?

8) How did you decide on this type of work?

9) What do you see as the demand for jobs like yours in the future?

10) What do you like most about your job?

11) What do you like least about your job?

12) What is a typical starting salary for someone working in this field? What is the salary range for this job?

13) Do you have any advice for me as I consider career options?

14) Student generated question(s) and/or anything else you find interesting:

______________________________ has successfully completed a job shadow with me today.

Student Name

______________________________  ______________________
Host Signature                                     Date

______________________________  ______________________
Title                                     Organization

* Please attach a business card if possible.