Job Shadow Quick Guide

Purpose of Job Shadowing

- Allows a student to spend a few hours to a day (or more) observing a professional on the job.
- Provides student with a "real-world" look at the occupation or career he/she may be considering.
- Assists student in deciding if a particular occupation is right for him/her.
- These experiences are generally not done for academic credit and are usually unpaid.

Who do I interview?

You should interview people working in the field you are interested in. Find a person to interview by using:

- Your own **network** of contacts
- UIS alumni and professionals via **UIS Unite** Platform and **LinkedIn**
- Schedule an appointment with a **Career Counselor** to help you locate someone in your field of interest.

Job Shadowing Request

- Introduce yourself and your objective for the request.
- Describe your background, career, and educational goals, and why you are interested in the recipient of the request.
- Let the recipient know how they can help you meet your career goals. • Suggest meeting times, locations, and the next contact to follow up with the request.

Preparing for a Job Shadowing Experience

To properly prepare for a job shadowing experience, be sure to:

- Research the company.
- Dress for success: **https://www.uis.edu/career-services/dress-success**
- Update and bring your resume. **Use CDC's Walk-In hours for critiquing** if you need assistance.
- Practice interviewing with the Career Development Center, family, or friends.

Helpful Resources:

- Job Shadowing: **https://www.uis.edu/career/student-employment/beyond-classroom**
- **UIS Unite- https://unite.uis.edu/v2/**
- Questions? Make a Career Counseling appointment**: https://www.uis.edu/career/careerconnect**
- **Flip Quick Guide over to see a sample of a Job Shadowing Request Letter.**

----- Stephanie Harper-----

715 North 18th Street   Springfield, IL 62705   (217) 277 -8809   shapppsg@uis.edu

July 31, 202?

Mr. Fredrick Michellini
Director of Marketing
YURM Marketing and Communications
Auburn, IL 64455

Dear Mr. Michellini,

I am currently researching positions in the field of marketing and communications and Dr. James Seymore from the University of Illinois at Springfield suggested that you would be an excellent individual to job shadow. I am greatly interested in becoming more knowledgeable in this progressive field.

I would also like to learn more about the types of careers available in this field, the skills required for them, and the career path that you have taken. Observing your daily tasks and responsibilities would extremely benefit my career vision by providing me a glimpse into what a Director of Marketing is involved with.

I hope that you will be able to find time to meet with me before the end of August. I will contact you the week of August 10, 202? to set up an appointment to discuss specifics as well as the length of the job shadow. If you have any questions, please contact me by phone at (217) 277 -8809 or by e -mail at shapppsg@uis.edu . I appreciate your time in considering my request and I look forward to meeting and learning about you and your position.

Sincerely,

Stephanie Harper