



## JOB SHADOW GUIDE

Follow this guide to prepare and complete an on-site Job Shadow to learn more about a specific job, career path or company.



**Career &  
Self-Development**



**Critical Thinking**



**Leadership**



**Teamwork**



**Communication**



**Equity & Inclusion**



**Professionalism**



**Technology**

### ▶ HOW TO PREPARE FOR THE JOB SHADOW ◀

- Step 1** Choose 2-3 organizations in an area that interests you.
- Step 2** Reach out. Share that you seek to job shadow at the company. (Be clear that you are asking to job shadow, not applying for a job.)
- Step 3** Discuss the possibility of being on site for 4 hours to tour, attend meetings, witness daily work and debrief.
- Step 4** Agree on a date/time/location, arrive 10 minutes early in professional attire and prepared with a few questions.
- Step 5** Follow up by sending a brief note of gratitude.

# JOB SHADOW QUESTIONS

## INTRODUCTION:

"Hi [name]. This is [your name] and I'm a current student in the [program] at Scottsdale Community College. Today, I'm exploring my career options in [industry or organization name]. I am reaching out to you to request a job shadow to see daily routines, responsibilities and gain insight about [role, industry, title] at [company name]. This experience would really help me make informed choices as I complete my education, training and start my career. I'm happy to speak during a time convenient for you."

## AFTER THE JOB SHADOW YOU COULD:

- State the skills, education and experience required for the job you are interested in.
- Share your understanding about the duties and work environment.
- Determine if your interest, experience and timeline match with roles.
- Present appropriate materials to be a qualified candidate.

## POSSIBLE QUESTIONS TO ASK DURING THE JOB SHADOW:

- How did you become interested in this type of work?
- What education and/or training is required for this position?
- What are the job opportunities for this type of work?
- What kinds of things are you required to do as part of your job?
- How do people advance in this field?

## CLOSING

I really appreciate you taking time out of your day to host this job shadow experience at [company name]. It was impactful to meet so many talented people and see the important work being done. This experience provided me a lot to think about and will be helpful to consider as I take my next step. Thank you.

## OTHER POSSIBLE QUESTIONS TO CONSIDER

Can you suggest some ways a student could obtain this necessary experience?

What are the duties/functions/responsibilities of your job?

What kinds of problems do you deal with?

What kinds of decisions do you make?

Do you mind if I request to connect with you via Maricopa PipelineAZ and LinkedIn?

Why did this type of work interest you, and how did you get started?

What part of this job do you personally find most satisfying? Most challenging?

What do you like most about working in this industry? What do you dislike most?

What is your professional background?

*Resources: Harvard Business Review, NACE, NCDA*



**SCOTTSDALE  
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

The Maricopa County Community College District (MCCCD) is an EEO institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/non-discrimination>.