JOB SHADOWING WORKSHOP
TODAY’S TOPICS

- What job shadowing is and reasons for participating
- Career Center policies for job shadowing
- How to get the shadowing process started
- What the job shadowing coordinator’s responsibilities are and what yours are
- Tips for being confidential, professional and considerate
- Communicating with the employer before shadowing
- How to follow up after shadowing to complete the process and learn more
JOB SHADOWING BENEFITS

- You will obtain first-hand realistic career information
- You will be matched as closely as possible to an employer in your career field of choice
- You may be able to participate in different activities during shadowing
- You will make contact(s) with employers for networking purposes
- Shadowing can help you decide on or change your major
BENEFITS

CONTINUED

- In many cases, shadowing will confirm that you are pursuing an appropriate career path or will rule one out.

- Shadowing can be added to your resume.

- If shadowing confirms your career path, you may learn needed steps to enter the field, such as adding a course to your curriculum or obtaining an internship.
JOB SHADOWING POLICIES

- Any USC student may shadow regardless of grade level or GPA

- Shadowing does not have to be related to the your major

- Shadowing takes place year round, even during breaks from school

- Shadowing mostly occurs in Columbia, but can sometimes be arranged out of town
You must have a specific occupation in mind

You may shadow in almost any occupation in which you are interested as long as there is an employer working in that occupation in your geographical location of choice.

A few fields are not available for shadowing
The literature about shadowing sent to employers states that shadowing can last 1-5 days, but the employer decides how long he is willing to be shadowed and most of the time, it lasts a day or part of a day.

Your employer may be referred to as your sponsor, but that person’s responsibility to you is over when you leave for the day.

However, whatever the employer offers is fine.
POLICIES
CONTINUED

- Shadowing may not be used as an avenue for job search. It is for career exploration purposes only.

- There is no pay or academic credit for job shadowing.

- Some shadowing opportunities can take 5-6 weeks to set up
EXPECTATIONS BY THE CAREER CENTER

- Before you start the process, make sure you plan ahead to be certain you have the time to shadow, remembering that it can take 5-6 weeks to arrange.

- Research the occupation to be certain you have the interest, skills and abilities to work in the field.

- Stay in touch with the job shadowing coordinator and provide her with required information during the process.

- Write a thank you note(s) following shadowing.
EXPECTATIONS BY THE STUDENT

- You are to be fully informed and know how to complete the entire shadowing process.

- You will be matched as closely as possible to an employer in your occupation of choice.

- The job shadowing coordinator will identify a sponsor who is willing and able to be shadowed and will be prepared to host you.
EXPECTATIONS CONTINUED

- You will be prepped for shadowing in order to interact professionally with the employer and provided assistance with obtaining needed information.

- You will be given tips to help you follow up after shadowing.
EXPECTATIONS
CONTINUED

- To complete the shadowing evaluation and return to the job shadowing coordinator.

- Be considerate of the employer and conduct yourself in a professional manner during your visit.

- Maintain strict confidentiality with any privileged information gathered during shadowing.

- Follow through.
GETTING STARTED

- The student will let the job shadowing coordinator know to start the process by completing the “Student Participation” form online. p://www.career.sa.sc.edu/shadowing/shadow.

- Based on the information on this form, you will be matched with a sponsor whose occupation most closely matches your career interests.

- In addition, a copy of the participation form will be emailed to your sponsor, so spelling and accuracy are important.
FILLING OUT THE PARTICIPATION FORM

- On the form, the current address line is for your school address and the permanent address line is for your parent’s address.

- In the career field line, type in a specific occupation, not a career field such as marketing.

- Three goals are mandatory, but there is room for 6. Samples are provided by clicking on “Click here for sample goals.”
PARTICIPATION FORM
CONTINUED

- What you list in the work experience and activities/organizations sections does not need to be related to the career field in which you are shadowing. But the classes section should be related.

- If you have no related classes or any work/activities, these parts do not have to be filled out. When filling them out, keep the information brief.
Read the “Student Responsibility Agreement”, type your name below, and submit your form. There is no need to add a date. The job shadowing coordinator will be alerted that your form is available and will begin the process of identifying your sponsor. You will receive an email stating that your form has been received.

At this point, you will wait while the job shadowing coordinator is identifying your sponsor.
INFORMATION INTERVIEW TIP SHEET & WAIVER OF LIABILITY

- A Career Center tip sheet includes questions for “Information Interviewing”, the same types of questions you would ask during job shadowing.

- Before you shadow, you will be asked by the job shadowing coordinator to sign a “Waiver of Liability and Release”, a copy of which is in your packet.
COMMUNICATING WITH YOUR SPONSOR

- After your sponsor has been identified and you have signed the waiver of liability, you will in most cases contact the sponsor yourself either by phone or email to schedule your visit. Following are guidelines for that undertaking.
TIPS FOR PHONING YOUR SPONSOR

- Be patient and persistent when calling your sponsor. Your sponsor may be difficult to reach. If your sponsor is not available, inquire when would be a good time to call. Is there a time when the sponsor is more apt to answer the phone?

- Tell the person who answers the phone that you will call back and provide a time for the call. Leave your name and reason for calling.

- After several unsuccessful attempts, request that the sponsor return your call. Besides your number, leave the hours when you are more likely to answer the phone.
TIPS FOR EMAILING YOUR SPONSOR

- Write a professional email

- Correct spelling and grammar are imperative

- If spelling and/or grammar are not your forte’, run your letter by a friend or the job shadowing coordinator before sending
INCLUDE IN PHONE CALL OR EMAIL

- Introduce yourself and remind your sponsor of the pending shadowing arranged through the USC Career Center
- Remind the sponsor of your available dates and then schedule the dates and times for your visit
- Request directions and availability of parking
- If you like, ask if you can bring a bag lunch
- Inquire about appropriate dress. Employers do not take it lightly if you show up in improper attire
AFTER SCHEDULING THE DATE

- Call or email the job shadowing coordinator to communicate your scheduled date to shadow.

- If for some reason you decide during your communication with the employer that you do not want to go forward with shadowing, politely decline the opportunity and let the job shadowing coordinator know of your decision.
TIPS FOR SUCCESSFUL SHADOWING

- Make sure the sponsor has the phone number where you can be reached immediately prior to shadowing.
- Be on time. Being punctual is not just a nice thing to do, it is mandatory.
- Make sure you know how to get to your employer’s place of business. If you are not sure, you may want to drive there before your shadowing day to clarify directions.
- Take money to cover transportation, lunch (if you don’t take it), and any other personal expenses.
TIPS

- Take a book or magazine to read in case your sponsor must take care of confidential business.

- Keep in mind that anything you hear or see may be confidential and keep it that way.

- Be professional and show your appreciation. Thank your sponsor at the end of shadowing and don’t forget to send a thank you note.

- Ask your sponsor if there are other people you might speak with about the occupation.
TIPS

- Remember that even though this is only shadowing and not employment, people have long memories. You want to make the best impression you can as you may wind up working in the field in the future.

- If you visit a USC alumnus and you think there is an interest, you may want to speak about USC campus life and student concerns today and/or take a “Daily Gamecock” to your sponsor.
FOLLOWING SHADOWING

- Send your sponsor a thank you note. In addition, if you shadowed additional employees, thank them as well. It is your choice as to how you accomplish this. You can send a hand-written note on your personal stationery, use a note card or type your letter. Email is fine as well.

- Return the evaluation to the job shadowing coordinator. Use ink.
TIPS FOR FOLLOWING UP AFTER SHADOWING

- Think about courses you might take to prepare for entry into the field
- Try to find career-related work, a part-time or summer job, an internship or co-op.
- Arrange an additional shadowing or an information interview
- Check out the Career Center’s JobMate for internship opportunities and part-time jobs
- Contact the Career Center at 777-7280 for information concerning co-ops
Congratulations! You have now completed all of the shadowing requirements. If you would like to shadow again, contact the job shadowing coordinator, Anne Orange at 803-777-7994 or aorange@sc.edu.