What is the Job Shadow program all about?
The Job Shadow program enables current Seattle Pacific University students to meet with working professionals in a career field of interest and go to the professional's workplace for a half day of observation. Through Job Shadowing, students can get an inside view of organizations, job responsibilities, day to day activities and gain perspective and advice from someone in the field.

How do I set up a Job Shadow experience?
1. **Complete the Job Shadow Application** and return it to the Career Development Center (CDC); 2nd Floor SUB. When filling out the application, be as specific as possible about your interest areas in order to be placed with the most fitting job shadow professional. **NOTE:** Turning in the application commits you to participating in the Job Shadow assignment.
2. **Receive Job Shadow host contact information:** The CDC will find you a fitting Job Shadow host and email you their contact information. This can take up to three weeks.
3. **Contact your Job Shadow Professional:** Once the CDC gives you the contact information, it is your responsibility to contact the host professional, introduce yourself, and set up a mutually convenient time to “shadow.” Before you contact the host, have a number of days and times that will work for you in mind. You want to be flexible enough to visit the office on a day that allows you to meet other professionals, possibly attend meetings, get a tour of facilities, etc. Other things to ask or discuss before you visit:
   - Discuss your purpose for shadowing; what you hope to learn/experience
   - Exchange contact information
   - Get directions to the company/organization; ask for parking instructions
   - Inquire about appropriate attire

How should I prepare for the Job Shadow?
Research the company/organization by reading through their website. If possible, look up some information about their occupation using the resources on the CDC website: http://www.spu.edu/depts/cdc/shared/industryresearch.asp?a=s.

What should I bring to the Job Shadow?
Pen and paper for note-taking; money to cover parking, snacks, and possibly lunch; list of questions to ask your professional and a copy of your résumé.

Goals for the Job Shadow experience:
Here are some goals for your Job Shadow experience. This is not an exhaustive list, but a starting place from which to add your own goals and objectives!
1. **Establish Rapport**
   Be certain your Job Shadow host clearly understands your career objectives or why you are interested in the particular company/organization or field/industry. This is an opportunity for you to gain career wisdom from people in your field of interest. Let them know how much you appreciate their time and availability!
2. **Receive Information About Your Field of Interest**
   Your Job Shadow host can be a great resource for information and advice. Ask about the latest trends in the industry; what classes, experiences/internships will help you get into this field; what publications might keep you informed; future trends and professional associations you should join.
3. **Get Advice and Suggestions**
   Along with the questions mentioned above, your Job Shadow host can give you feedback on your résumé and give you suggestions about internships and work experiences that will help you gain entry into their industry.
4. **Extend Your Professional Network**
   Continue to build your professional network by asking your Job Shadow host and others with whom you meet if they can recommend one or two other people you could contact to schedule an informational interview.
5. **Leave a Lasting and Favorable Impression**
   Be polite and professional while at your host’s workplace. Arrive on time. Be attentive but not intrusive. At the end of your visit, ask if you may keep them informed about your progress with your career plans. Perhaps later they'll have additional thoughts and ideas to share with you, or they may hear of a job opening. Write a thank you note. Developing and maintaining your professional network will put you far ahead in the job search process.