

HOW TO MAKE THE MOST OF YOUR JOB SHADOW EXPERIENCE

BEFORE

- Find potential job shadow contacts by looking on the alumni tab on the Bellarmine University LinkedIn page or by joining the Alumni Knight Network (alumniknightnetwork.com)
- Be aware of potential challenges, such as scheduling and transportation
- Research the company and your contact before your experience
- For Healthcare job shadow opportunities, consult the following information:
 - » Norton Healthcare: nortonhealthcare.com/careers/students-in-healthcare/job-shadowing
 - » UofL Health: uoflhospital.org/job-shadowing-program
 - » Baptist Health Louisville: apply to the College Student Volunteer Program: volgistics.com/ex/portal.dll/ap?AP=325949757

DURING

- Arrive early, dress and act professionally
- Come prepared with questions
- Request a business card before leaving

AFTER

- Send a short 'thank you' email within 24 hours of your meeting
- Keep in touch with your contacts
- Reflect on your experience
- Make a career advising appointment to discuss next steps

SAMPLE QUESTIONS

- What does a typical day look like for you in this job?
- What is the most/least satisfying about your job and why?
- Please tell me about the training and education you have had. How has this helped you in this field?
- What skills are important for success in your field?
- What recommendations do you have for someone wanting to enter or advance in this field?

EMPLOYER OUTREACH

Use the email template below to assist you with reaching out to potential job shadow contacts:

Dear Ms./Mr. (Last name),

My name is (Your name) and I am a (sophomore, etc.) at Bellarmine University, majoring in _____. I am interested in learning more about the _____ profession. The Bellarmine Career Development Center recommended that I reach out to you to inquire about the possibility of completing a job shadow or informational interview. If you are able to assist me with this, please email me back at your earliest convenience to coordinate a date and time to speak over the phone or to set up a time to shadow. Thank you for your consideration.

Sincerely,

(Your name)