Why participate in the job shadow program?

Shadowing is an opportunity for you to look further into the future as you develop your career path. This networking experience will help you to prepare for your future profession and can be invaluable in helping you decide if your major is the right fit for your professional goals. Through a job shadow you will be able to observe the typical routine of someone in this profession, obtain knowledge on a potential future career and create connections with a professional which may aid in your future success.

Steps to Completing a Job Shadow

1. Discover a career field in which you can see yourself working after graduation. This will help you to decide what type of professional you want to shadow and what type of experience would be most beneficial for you.

2. Research potential contacts for a Job Shadow sponsor by searching alumni on LinkedIn, searching on RhodyNet, or networking with your own contacts.

3. Make a connection with your Job Shadow contact. Below is a sample email to help you get started.

Sample Email Shadow Request

Name of Employer
Title
Company Address

Dear Ms. or Mr. LAST NAME:

My name is [name] and I am currently a [year in school] at the University of Rhode Island, considering [field] as a future career path. I received your contact information through [include where you found their contact here] and I am hoping spend a day observing you in your career so I can learn more about [field].

I would be extremely grateful if you allowed me to observe you for a half- or full-day as you go about your usual schedule. I am available to shadow during the week of [date]. Please let me know which date and time works best for you.

Thank you for this great opportunity. I will call you the week of [date] to confirm the date and time and to ask any last minute questions. If you need to reach me before that time, please feel free to contact me via phone [number] or via email [address].

Thank you again and I look forward to hearing from you soon.
Sincerely,
Name
4. At least 3-4 days before your job shadow experience be sure to contact your sponsor to confirm your meeting. At this time you should also ask any other questions you may have about the day of (ex. appropriate dress? Should you bring a lunch?, etc.). Be sure to prepare a few questions for the day of your shadow; much like questions you would ask in an informational interview. Check out the CCEE Interview Guide for tips on how to prepare!

5. On the day of your job shadow be sure to dress appropriately and arrive early. The job shadow experience should be treated like you are interviewing for a future career, maintaining professionalism at all times.

On the day of the shadow you may:

- Tour the facility
- Discuss your career goals
- Sit in on staff meetings
- Observe customer/client interactions
- Conduct informational interviews with professionals
- Assist with projects or general office tasks
- Receive and overview of company mission and procedures
- Visit the Human Resources Dept. or meet with recruiters
- Learn about industry specific tools and/or software

6. At the end of your job shadow be sure to get their contact information for a future contact in the field.

7. Send a thank you note 2-3 days following your shadow experience. Check out the CCEE guide on writing thank you notes!

8. If you hope to gain more experience in your field the next step would be to complete an internship! For more information you can attend one of our daily information sessions at 1 pm in Roosevelt Hall, first floor, or log on to our website at web.uri.edu/career.