

Job Shadowing & Tour Tips

These ideas may help you prepare for shadowing or tours. Start out with refreshments & overview of what they will see and who they will meet. Proceed with job or tour experience. End with time for Q & A. Provide a “take home” packet of information about career, company, & resources. Include your business card!

1. A Little History of Career or Field

How has the field evolved—past, present, and looking into the future?

2. Roles and Responsibilities

What do you do? Whom do you work with? What do you like best about your job?

3. Personal Attributes

What kind of personal talents, passions, interests, and styles match this job?

4. Career Ladder

What does the career ladder in your field look like from entry jobs to professional levels? Great to have a handout with this information and web links related to jobs.

5. Education Requirements and Opportunities

What is the basic education and training required for entry to professional levels?
What education or training is needed or available to advance and grow in the field?

6. Technology

How does technology impact and serve as a tool in your job and in the field?

7. Related Jobs and Careers

What other careers could you go into? What industries or fields could you work in?

8. Learning More About This Career

What volunteer or work experience would help youth learn more?
What studies, classes, degrees, and training programs are suggested?
What hobbies, books, college visits, or company tours would be helpful?

9. Your Experience

What do you value and enjoy most about your job or career?
How does your job or career impact being a parent or family member?
Has the job or career helped you make a difference in your community?

10. Money & Personal Questions

Some may ask how much money you make and how you financed college and further education. Other personal questions may come up. Be ready to decide what to share and what to state isn't appropriate. Examples are type of house you own, cars you drive, vacations you can take, retirement plans and savings, why you do or don't feel secure in job or company.