Sponsored by The Career Center at Loyola University Maryland



In celebration of National Career Development Month in November

GUIDELINES FOR MENTORS

Make Connections

Why is Job Shadowing Important?

- It gives students practical, hands-on exposure to a career of interest.
- It helps them visualize a successful career.
- Students will gain knowledge of the certain skills and responsibilities required in the office environment.
- It provides exposure of day-to-day work environments and an understanding of how coursework might translate to an ability to be successful in a work environment.

What should your role be in the job shadowing process?

- Help the student understand what is required to work in the job.
- Show them a realistic view of the everyday aspects of your career.
- Organize a half or full day (m*inimum of four hours*) of activities around a normal workday so that the student can observe you in regularly scheduled meetings or projects.

Suggestions on what activities to include in the job shadowing day

- Provide an overview of your organization and industry.
- Provide a tour of the workplace.
- Talk about the skills, abilities, and education that are specifically required for your career.
- Give a personal history of how you landed your career and what you like/dislike about your job.
- Ask the student what they know about the field.
- Involve the student in quality hands-on projects if possible, such as computer projects, research, brainstorming, interactions with customers/clients, meetings, etc.
- Talk to the student about their career plans and offer any suggestions for success.
- Explain how what you do is important to the operation of the organization.
- Talk to them about resources specific to your job and industry.
- Offer an opportunity for the student to interact with other departments or individuals.
- Allow time for student to conduct an informational interview, see attached document with sample questions.