

KU MENTORING+ AND JOB SHADOWING

WHY JOB SHADOWING?

Job shadowing is when a person, either in-person or virtually, accompanies a professional to their job and through their work day. Job shadowing is an educational experience and a meaningful professional development experience for students who can:

- Experience the day-to-day work at a company or in an industry they are interested in.
- Learn about the skills they will need to be successful in their chosen field.
- Practice and see professionalism in the workplace.
- Grow their network.
- Gain confidence.

For more on the details and benefits of job shadowing, check-out [this article](#).

HOW DO I FIND A JOB SHADOWING OPPORTUNITY?

There are over 1,100 alumni on the KU Mentoring+ platform who have chosen “Job Shadowing” as a help topic. The video below walks you through how to use connect feature on KU Mentoring+ to identify alumni willing to help with job shadowing.

[Video on how to source job shadowing using the KU Mentoring+ platform](#)

Steps:

- Login to KU Mentoring+ and navigate to “Connect.”
- Use the location (under more filters), industry, and topic filters to identify alumni.
- Can't find an alum to job shadow with who works your hometown/city? Consider requesting a virtual job shadow opportunity with a professional in your chosen industry. To do so:
 - Use the topic filter and select “job shadowing.”
 - Then use the industry filter and select your chosen industry.

I FOUND SOMEONE, NOW WHAT DO I SAY?

When you have found someone on KU Mentoring+ who is a good fit for your job shadowing needs, choose “message” and type your note in the text box. Here are some suggestions on what you may want to say:

Subject: Job Shadow Request

Salutation: Good morning/afternoon/evening Mr./Mrs./Ms./Dr.

Body of Message:

- Introduce yourself. Share your name, year in school, major, area of interest + any other pertinent details.
- Explain why you are reaching out and provide the person you are messaging context so they can understand why you have identified them. Ask yourself why this person's experiences, skills, and work match your interests.



- Make your job shadowing ask.
- Let them know how to message you back.

Sample:

Good afternoon, my name is Jay Hawk. I am currently a junior at KU studying marketing and communications. I have an interest in working for a digital marketing agency after graduation. I am reaching-out, because I would love to learn more about the work that you do at Digital Marketing Incorporated.

I will be home for winter break between December 18 and January 12, and I am wondering if it would be possible for me to shadow you at work for a few hours?

Please let me know if you might be available during this window time and, if so, what type of schedule would work best for you. I am also happy to answer any questions that you may have about my interests and experiences. You can message me back on the platform or email me at rockchalkjayhawk@ku.edu. I look forward to hearing from you.

Rock Chalk,

Jay Hawk

HOW DO I PREPARE FOR A JOB SHADOWING OPPORTUNITY?

You have found a great job shadowing opportunity. Now consider these steps to prepare:

- Know yourself and be ready to share details about your interests, coursework, and experiences.
- Make sure your social media accounts are up-to-date and professional.
- Research the person you are shadowing and the company they work for.
- Have a list of questions prepared. You can start with [informational interviewing questions](#) from the University Career Center, but we also suggest writing unique questions based on the research you do about the person you will be shadowing and the company they work for. These types of questions can help you stand out and show that you are prepared for the experience.
- Check-in with your job shadow host a few days before your shadow and confirm location and meeting time. We also suggest you ask about dress code and, if pertinent, parking.
- Schedule a career coaching appointment to help you prepare: [University Career Center](#), [Business Career Services](#), [J-School Career Center](#), [Engineering Career Center](#).

The Day Of:

- Get a good night's rest, dress appropriately, and be on time.
- Bring a notebook and something to write with.
- Have a copy of the questions you want to ask.
- Practice good phone etiquette the entire job shadow.
- Bring a few copies of your resume in case you are asked for it.
- Ask for business cards from those people who you meet.

Follow Up:

- Send a follow-up thank you to your host that highlights your positive takeaways.
- Consider following-up with other professionals you met during your shadow.
- Connect with the people you met on LinkedIn or KU Mentoring+.
- Share your experience and why you value it on LinkedIn.
- Update your resume to reflect your experience.
- Contact Howard Graham (hgraham@ku.edu) in the KU Alumni Association to share your experience and receive a gift for completing a Winter Break Job Shadow.

