



Job Shadowing for Business and Industry

What is job shadowing?

The meaning of job shadowing refers to the on-the-job learning process in which a high school student can observe and follow a skilled professional or colleague. Job shadowing training is also carried out when a student is trained for a particular position.

It can help students find out what the industry can look like, and the student can get a good idea if they may be fit for the job at hand. Also, as a Job Shadowing student, the student can ask questions about the ins and outs of the job so that concepts can be easily understood and applied in their school program. Students also gets an idea of the soft and hard skills that need to be developed.

Job shadowing benefits: (For current or new employees)

Job shadowing is a much richer process than reading a job description or conducting a theoretical session on the job role. Job shadowing allows the students to receive practical knowledge transfer, hands-on experience and thorough understanding of the position.

Job shadowing benefits: (For students)

With respect to students, the process of job shadowing helps them make a decision whether a career field is suited for their skills. It can be a great way to know if they want to pursue a specific career before applying for graduation and/or employment in a specific field.

Additionally, job shadowing helps students develop contacts in their career. Students get the opportunity to obtain a useful resource when they start looking for jobs and apply for jobs when someone with expertise is shadowed.

What are the examples of job shadowing?

Following are the examples of job shadowing:

- Monitor a particular career's functions and duties.
- Take a tour of the premises.
- Mission/visual statement and organizational charts of the organization review
- Understand the policies and procedures of the industry.
- Review current professional trends with the worksite mentor.
- Discover potential careers in the company and the profession.

What are Job shadowing questions?

Some of the job shadowing questions that you may want to ask the mentor or professional during the job shadowing are:

- What kind of qualifications does one need for this job?
- What interests you the most in the job?
- What are some challenges presents in this job?
- What's the career journey?
- What are the opportunities for advancement for this job?
- What are some of the key things in this role I need to know?
- When you started this job, what helped you the most?
- Can you describe your typical working day?

Tips for an excellent job shadowing experience.

1. Take notes - When doing something for the first time, it is best to take down notes. When a student is job shadowing, they could write down key points and do further research on it. Taking notes can help you remember what the position looks like and helps the student to understand the position/industry from the mentor's perspective.
2. Be ethical - Follow all rules and regulations a company has. They students should be polite and maintain eye contact while talking to the person/mentor they are speaking to. Students should dress appropriately and make a good impression.
3. Ask questions - It is important to ask questions in order to have a better experience. If there are things that the student does not understand, asking questions is the best way to clarify things.