OFADM 313 CAREER SHADOWING EXPERIENCE

Student: ________________________________

Office Professional: ____________________

Job Title: ______________________________

Company: ______________________________

Address: ________________________________

                                 ________________________________

Telephone: ______________________________

Business Product or Service: ______________

Date(s) of Shadow: __________________________

Time(s) of Shadow: __________________________
Find an Office Professional

1. You can choose an office professional that you would like to shadow—they must work in the administrative field and not work for Modesto Junior College. An accountant, bookkeeper, salesperson, or real estate agent would be examples of positions with whom you cannot shadow.
2. The professional may be a relative or friend, but the process should be completed as normal.
3. The shadow may not occur within your existing workplace unless the person being shadowed works in an entirely different area than you and if you would be witnessing experiences that you know nothing about.

Preparing for Shadow

1. Plan to dress neatly and be well groomed. If you make a good impression your chances of a great interview will improve!
2. Plan to take with you:
   A. Paper with the name of the person with whom you will be interviewing, the business name, address, and telephone number, your interview questions, paper or pad to take notes, a pen and a pencil.
   B. Do not bring a friend!
   C. Some type of camera (could be your phone) that you will use to demonstrate your attire, location, and office professional.
   D. Your best manners.

Meeting the Person with Whom You Will be Shadowing

1. Smile and say “Hello,____________________________________.”
2. Extend your hand, and shake hand firmly.
3. Introduce yourself and say “I appreciate your taking time to talk with me about__________________________and allowing me to shadow you at your work today.”
4. Make a good first impression.
5. Use “interested” and “enthusiastic” body language.

During the Shadowing

1. Ask the questions you’ve prepared and be enthusiastic. (See interview questions later in the packet.)
2. Take notes on answers (fill in specifics after the interview).
3. Ask additional questions that come into your mind (see questions).
4. Take a photo of yourself and your professional at the workplace. (Have someone else take the photo.)
5. If you are offered a tour of the business, accept graciously.
6. Remember to smile during the shadowing experience and maintain your interest.

At the End of the Shadowing

1. Thank the person you interviewed for his/her time and willingness to talk about his/her career (remember also to thank the person for the tour if you had one).
2. End by saying you enjoyed talking with the person and learning about his/her career (if you really enjoyed something specific, mention it). Remember to smile and show sincere appreciation.

Two to Three Days Following Shadowing

1. Prepare one-page (minimum), typed summary (MLA format) of your experience. Detail what you saw and experienced in general (no customer names, etc.). Use your interview question answers to guide your summary, but the summary should include much more than those questions. An example of acceptable format is here: http://owl.english.purdue.edu/owl/resource/747/01/
2. Submit the cover sheet (first page of this file), summary, observation questions, interview questions, and photo (photo is to be printed on 8.5” x 11” page—use any printer) to instructor—stapled in that order. Also bring the thank-you letter. Thank you letter will be proofread for you and returned to you if it is submitted earlier than due date. (If all is submitted on due date, letter will be mailed by instructor “as is” and points will be deducted for errors.)
3. Edit letter, if needed, and return to instructor with a stamped and addressed envelope for mailing by the next class meeting. Be sure to sign the letter, fold appropriately, and insert into envelope, but DO NOT seal the envelope. Your instructor will check the letter and mail it for you.
4. Your grade will be based on successful completion of the assignment in a timely manner and following all instructions. Shadow requirements are worth 50 points and the thank you letter is worth 25 points. Points will be deducted for errors, missing information, missing submission date requirements, or not following instructions.
“THANK YOU FOR THE CAREER SHADOW” LETTER

After the interview, write a “Thank you for the job shadow” letter. The letter must be submitted to the instructor for proofreading within five days of the shadow with the rest of your shadow submission. You may use a modified or block style letter. Plan to type and save your letter on a computer. Use 1.25” side margins and center the letter on the page (File menu, Page Setup, Layout Tab, Vertical Alignment, Center). Make sure you choose “No Spacing” style on Microsoft Word. You may create your own letter or follow this sample:

1234 Main Street  
Modesto, CA 95350  
September 6, 20--  

Mr. James Smith  
ABC Corporation  
3456 McHenry Blvd.  
Modesto, CA 95350  

Dear Mr. Smith:  

I appreciate the time you spent discussing your (specific job/career). Gaining first-hand knowledge from you about my career choice was beneficial. I enjoyed learning about (mention three facts you learned or what you enjoyed discussing, etc.)

Thank you for the information you provided. Your comments have encouraged me to continue my efforts to enter the ______________ field to become a ______________. Or I realize my impression of this career is much different due to my observations. (explain . . .)

Sincerely,  

(Your address)  

(3 blank lines if using “no pacing”)  

(1 blank line)  

Your Name
CAREER SHADOWING QUESTIONNAIRE

Ask the questions listed below along with the three specific career-related questions you’ve written yourself. Your questions should be listed and answers given in your summary report.

1. How long have you been working in your career? ______________________

2. How long have you been with this firm? _______________________________

3. How did you get this job? ____________________________________________

4. What adjustments did you have to make when you began your career (situations, conditions, schedules, long hours, etc.)? ______________________________

5. What education is required for the position? ____________________________

6. Are there any special skills, certificates, or credentials required for the position? ______________________________

7. Although it may not be required, is there any other education that would be beneficial to your position? ______________________________

8. What specific high school or college courses help you the most in your position? ______________________________

9. How do you keep current on new developments in your career field? ______________________________

10. Does your position allow for growth professionally and financially? If so, are there additional skills necessary other than experience? ______________________________

11. Are you a member of any organizations that are closely related to your career? ______________________________

12. What are your typical work hours? Do you have overtime or "comp" time? ______________________________

13. Does your work week ever change (M-F vs. M-TH for summer)? ______________________________
CAREER SHADOWING OBSERVATION REPORT

1. What is the type (style) and purpose of clothing worn by workers?

______________________________________________________________

2. Describe the purpose(s) of any verbal communication you observed.

______________________________________________________________

3. Describe the form and purpose(s) of any written communication you observed.

______________________________________________________________

4. Describe the relationships between coworkers that you observed.

______________________________________________________________

5. Is humor evident in the workplace? If yes, in what ways?

______________________________________________________________

6. What types of equipment are in the office? Please list by brand, type, and quantity, if possible.

______________________________________________________________

7. What types of skills does the office professional use?

______________________________________________________________

8. What math skills are utilized (invoices, purchase orders, measurements, etc.).

______________________________________________________________

9. Does the position involve contact with the public? To what extent?

______________________________________________________________

10. Would you consider this career for your job search?

______________________________________________________________

11. What did you like the most about the position?

______________________________________________________________

12. What did you like the least about the position?