Overview
The Job Shadow Program is an opportunity for you to have a one day visit over Winter Break with an employer to help you explore a career field, engage with a company of interest, establish a professional network, and foster potential opportunities.

Employers use this program to promote their company and help identify future interns and full-time hires. Each job shadow posting will have its own unique description, qualifications and application deadline. Please read them closely.

Applying in Handshake
To learn more about opportunities and how to apply, visit Handshake and follow these simple steps:
- Make sure you are in the “Job Search” tab.
- Filter by using Keyword: “Job Shadow” and indicate Job Type: “Experiential Learning”
- Read each job shadow posting to make sure you are interested and a good fit for that particular opportunity
- Apply now! Most job shadows will only be open to student applications through the middle/end of November

Preparing for your Job Shadow Visit
- If an employer contacts you about a job shadow, confirm the date and time of visit, request information on issues such as appropriate attire, travel directions, parking instructions, etc.
- Research the company – have an understanding of their organization, what they do and what positions they hire
- Prepare these items to take with you: several copies of your resume, pens and paper for taking notes, money for incidentals, and questions to ask your hosts

During and After your Visit
- Plan to arrive 10 – 15 minutes before the schedule start time
- If you are running late, call the employer to inform them
- First impressions count – firm handshake, eye contact, smile
- Listen carefully to your hosts, take notes as needed
- When asked, offer opinions and ask relevant questions
- Remember to keep all company information confidential
- Send thank you letters/emails to everyone you met on the visit
- Complete the TCC evaluation when emailed to you
- Retain company information for future use

Sample Questions to Ask Employers
- Where did you attend college? UIUC alumnus? What was your major?
- What helped you decide on this profession?
- Are there specific courses which were especially beneficial?
- What kind of activities were you involved with on campus?
- What do you like most/least about your job?
- What kind of training do new employees receive?
- What are the typical career paths in this field?
- Are you able to manage work/life balance?
- What kind of advice would you give me to prepare for this field?
- What kind of challenges do you see day-to-day?
- Are there professional associations I should be involved with for this field?
- How can I learn more?

Questions? Contact: Tori Spring – vspring@illinois.edu