



## JOB SHADOWING GUIDELINES

### Expectations for Students who are Job Shadowing

Following the below guidelines will help maximize the job shadowing experience and serve as a positive representative of your academic program and of the University of North Dakota.

- Dress appropriately
- Be friendly
- Be prepared with questions and talking points
- Use a clear speaking voice
- Listen and observe
- Be on time; best practice is to arrive 10-15 minutes early
- Remember your conduct is a reflection of the university
- Cell phones are not to be used during the duration of the job shadowing experience
- Hand write a thank you note or email following the experience

Your conduct should make the employer want to host other University of North Dakota students in the future.

## SAMPLE JOB SHADOWING THANK YOU NOTE/EMAIL

Dear Dr./Ms./Mr. \_\_\_\_\_

1<sup>st</sup> paragraph – Use this paragraph to thank the host for taking the time to meet with you.

*Thank you for taking the time out of your busy work schedule to (provide me the job shadowing experience/talk to me about your career and industry) on [date of your visit].*

2<sup>nd</sup> paragraph – Talk about what you enjoyed during the visit/interview and how the visit/interview helped or was instrumental in solidifying your career goals.

*I found the [tour/job shadowing/career related information] you shared to be extremely valuable. Being able to [observe/talk with a professional] in the field helped me realize my career goals and the kind of company I would like to work for someday. I specifically enjoyed \_\_\_\_\_. Thank you for answering all my questions; the information was very educational.*

3<sup>rd</sup> paragraph (optional) – Reiterate your appreciation for their time.

*Thank you again for your generosity and patience in helping me explore my career path.*

Sincerely,

[Your signature]