How to arrange a JOB SHADOW EXPERIENCE

**Explore:** Look into paths you’re interested in pursuing

**Search:** Find places and people you would like to observe, and people to “cold call”

**Utilize your network:** Ask friends, family, teachers, and others who can help you connect

**Research:** Review the website and other sources to learn about the job and organization

**Get the details:** Finalize date, time, parking, and where to meet, and ask about appropriate attire

**Reach out:** Call the professional, department, or HR office to ask about observation opportunities

**Prepare:** Identify questions to ask, prepare your professional attire, and look up directions

**Act professionally:** Offer to help and ask questions appropriately during your observation

**Thank you:** Send a card within three days to show your appreciation