

How to arrange a

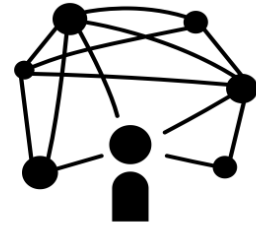
JOB SHADOW EXPERIENCE



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



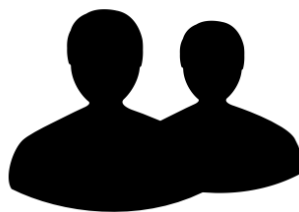
Get the details: Finalize date, time, parking, and where to meet, and ask about appropriate attire



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

