



Monadnock Center for
Successful Transitions
Productive People / Productive Lives



Job Shadow Day Roles and Responsibilities 2011

Students

- Observe the day to day operations of a job in a field that interests them.
- Learn about the skills and education needed to enter or advance in a field.
- Observe environment (dress code, pace of work, independence, inside versus outside work, sitting versus moving, amount of conversation, etc.).
- Ask questions!
- Follow all safety and security rules as explained by host.
- Fill out evaluation form and send thank you letter to host.

Hosts

- Make your student feel welcome.
- Take your student on a tour of your work area.
- Describe your job and some of the other jobs in your area.
- Point out current projects.
- Do some of your regular job tasks, explaining and answering questions as you go.
- Participate in evaluation afterward (probably a phone call or an email asking for your thoughts.)

Topics to cover:

- Major responsibilities of your job
- A typical day, even if typical means unpredictable
- Education and training required for different positions in your field
- What you like about your job
- What can be difficult/frustrating about your job
- Why you chose this field
- Computer programs you use

Other topics to consider, depending on your student's interests:

- What has surprised you in your job
- Different jobs you have had in your life.
- Suggestions for someone considering your field
- Personal traits important to be successful in your field
- Based on what the student tells you, suggestions for other fields to investigate