

## **Matches: Guidelines for participating in Job Shadowing Opportunities**

### **Before the Job Shadowing Visit**

- Check to see if the person you would like to shadow prefers to be contacted via phone or email; the mentor should contact the person to set up the date/time for the job shadowing visit; confirm the location/ address of the visit
- Before the visit, look online with your Little to learn a little about the occupation and write a list of 5-10 questions the Little would like to have answered at the shadowing visit; likely best to look online to see how much the occupation typically pays and suggest the Little not ask the person you visit how much money they make
- Talk with your Little about how you should act on a Job Shadowing Visit – similar to how they would act if they were interviewing for a job; they likely don't have a good idea of how to act in an interview; make a game of interviewing each other with a few fun questions and practice for the visit: eye contact, firm handshake, not interrupt, not touch things on the visit unless they know it's okay to touch them
- Talk with your Little about the importance of being clean and looking nice on the visit; check the Job Shadowing form for that business to see if any specific clothing is suggested

### **The Visit**

- Arrive 5 minutes early for the Job Shadowing Visit; take the list of questions with you; plan ahead for traffic and parking
- On the way to the visit in the car, remind your Little about being well-behaved and using manners (nice to meet you, thank you for talking with us, etc.)
- As much as your Little is comfortable doing so, let them take the lead on the Job Shadowing Visit; otherwise it will be easy for the adults to do all the talking and the Little won't get as much from the experience

### **After the Job Shadowing Visit**

- Talk with your Little about what they liked about the job and what they didn't like; would they consider that job for themselves; would they like to know more about that field, if so do more research with them online, visit another person in that field, or learn about the job another way; if not choose another occupation they want to know more about and do another Job Shadowing Visit
- After the job shadowing visit, write a thank you note to the person you visited; check the Job Shadowing Resource List if you need to know the name/ address