

Suggested questions— Review these questions before your meeting.

JOB TITLE: _____

What are your responsibilities?

What skills and abilities are required?

What do you like and/or find most rewarding?

What do you dislike or find the most difficult?

Your career history—how did you get to this point?

Are there other career paths that might lead to this job?

Do you work with a team or do you work alone most of the time?

How much flexibility do you have with regard to dress, working hours, vacations, where you live, etc.

What training, education or credentials are required?

What school subjects are important in preparing for this work?

What other kinds of jobs could you do with your training and/or experience?

What are the entry-level salary range and benefits for this occupation?

What is the employment outlook for people entering this field? Do you see it changing?

How do people find out about openings in this field?

What advice would you give to someone who is thinking about entering this field?

What school subjects are important in preparing for this work?

What do you wish someone had told you about work when you were in school?

Prepare more questions of your own —



Career Development Council

Career Shadowing Guide

You have chosen a career field that interests you.....

you have completed a Shadow Request form.....

you have met with your Career Development Council Representative.....

NOW it's time to get ready to meet your shadow host....

Here's What You Need To Do.....



The employer(s) you will be meeting have taken time out of their day to meet with you and help you learn about their career. Please be courteous and show them your appreciation for donating their time.



Career Development Council
GST BOCES (607) 795-5320

Before Your Meeting— Get Ready

Find out about the career. Log in to www.bls.gov and open the Occupational Outlook Handbook. Get enough background to be able to discuss the field and discover questions.

Hand in a completed **permission form to the Attendance Office.**

Know where you are going! Check your shadowing information to be sure of directions, parking, or any special instructions for the shadow site.

Arrange your transportation. Arrive at least five minutes early. Have money for parking or lunch if necessary.

IMPORTANT! If you must cancel, call your host immediately! Your host, your school, and your Career Development Council representative are expecting you to show up. (Please cancel your meeting if you are uncomfortable with bad weather road conditions.) Call the Career Development Council at 795-5320 if you want to re-schedule.

Before Your Meeting— Your Image

Dress Code—You are representing your school, your family, and your best YOU!

Dress as if you are going to an interview for this company. Check your shadow information or ask your representative if there is a specific dress code for your shadow. Specifically....

Shirts-must cover shoulders, cleavage and midriff. No graphic t-shirts.

Pants-must be worn at the waist (undergarments covered), free of tears and holes. Unless otherwise instructed, jeans, leggings or shorts are not allowed!

Dresses & Skirts must be as close to the knee as possible.

Shoes-general rule **no flip flops or open toes shoes.** Athletic shoes only when appropriate, no ultra high heels.

NO—hats, hair rakes, sunglasses, fish hooks, facial or tongue piercings, earlobe plugs. Tattoos must be covered.

During Your Meeting — First Impression

Introduce yourself.

Take advantage of this opportunity to learn about careers first-hand. Show that you are interested in what you are learning by **asking questions!**

Cell phones off!

Before you leave—**Thank your host** for their time, information and opportunity to meet with them.

After Your Meeting— Follow Through

Send a thank you note! Include some information you learned or found especially helpful. Their address is on your appointment letter.

Complete the **Student Evaluation Form** and return it to your CDC representative or the Guidance Office.

Think about your next step in gathering information about your future —

- Start working on a resume.
- Consider another shadow or internship.
- Check out /visit colleges or trade schools.
- Begin thinking about where you might apply for work.