

# CAREER CONNECTIONS



Connect to your future today!

## Job Shadow Referral Form

### Top questions to ask

What is the typical education/training required for this type of work?

What kind of tasks do you do every day, weekly, monthly?

What are the biggest challenges and rewards in this type of job?

How does this kind of profession/work effect your personal life?

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## Contacting your Professional

### *Tips for Success*

- Arrive 5 minutes early and know where you are going.
- Be prepared with specific questions.
- Dress for the work conditions (i.e. standing, working outside, etc.)
- Be attentive and have a positive attitude.
- When talking on the phone, clearly say every word; do not mumble!
- When e-mailing, proofread before sending.
- Below are some scripts to give you an idea of what to say – do not read directly off of a script!
- Personalize to the position you would like to shadow for.

### *Phone Call Script:*

Hello (Contact Person's Name), my name is \_\_\_\_ and I am interested in shadowing someone in your \_\_\_\_ department. Currently, I am a Heartland student studying \_\_\_\_ (or, currently, I am taking (insert class name) at Heartland Community College). I am interested in learning more about the position. Do you have anyone available for me to shadow within the next couple of weeks?

Be sure to mention:

- How many hours you would like to shadow
- What day(s) and time(s) work best for you
- If you have any concerns or questions

End the conversation by thanking them in some way:

Thank you for helping me set up a job shadow date. I look forward to coming on \_\_\_\_\_. Have a good day!

### *E-mail Script:*

Hello (Contact Person's Name),

My name is \_\_\_\_ and I am interested in shadowing someone in your \_\_\_\_ department. Currently, I am a Heartland student studying \_\_\_\_ (or, Currently, I am taking (insert class name) at Heartland Community College). I am interested in learning more about the position and would like to know more. Do you have anyone available for me to shadow within the next couple of weeks? I would like to shadow for approximately \_\_\_\_ hours. (Specify the days and times that would work best for you)

Express any concerns or questions you may have about job shadowing with this company or this position. Ask if there is anything specific that you'll need to be prepared for the day such as a confidentiality agreement or special protective wear/clothing.

You may e-mail me back or call me (whichever you are more comfortable with – or is a better way of reaching you. No texting!) at \_\_\_\_\_. Thank you for helping me set up a job shadow, I look forward to hearing from you soon.

(First and Last Name)

(Re-enter your contact information here)