JOB SHADOW PROGRAM

WPI

Career Development Center
Project Center, Lower Level • www.wpi.edu/cdc
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Think big. Plan big. Succeed.
**Definition:**

Job Shadows allow students to spend a half-day to a full day with an alumni/professional to see firsthand various career paths. Students are able to watch, listen, and learn about a “day in the life of…”, comprehend how a major translates into a career, insight on an industry, and learn more about specific companies and career opportunities. Job Shadows will take place during Winter Break and Spring Break.

**Benefits of Participating in a Job Shadow:**

- Discover career opportunities through observation and discussion with professionals
- Understand the relationship between what you learn in class and a career
- Verify if this is something that you want to make a career out of
- See first-hand all aspects of a job – characteristics, responsibilities, day-to-day tasks
- Learn what it takes to be successful in the field from professionals
- Identify what one needs to learn to be a professional in this industry
- Find out what employees do in the working world
- Realize skills necessary to succeed in the workplace
- See how technology is incorporated into work
- Network with professionals in your field

**How a Job Shadow Works:**

Students are matched with a(n) alumni/professional for a one day shadowing experience within their career field of choice. In order to participate, students need to fill out an application which will be reviewed by the Career Development Center and a match will be made by one of the staff members. Students will receive their match’s contact information and make the initial contact and arrangements with the alumni/professional. Students are responsible for all travel expenses.

**Next Steps:**

Pick up, fill out, and submit a Job Shadow Program Application (located at the Career Development Center or on the website)

Application Due Dates (ask the CDC to clarify specific dates):
- The deadline will be the Friday of the fourth week of B and C terms.

The Career Development Center will match you with an appropriate professional; you will need to meet with a Career Development Center Staff Member to obtain your contact information.

Once you receive your alumni/professional contact information, it is your responsibility to contact the sponsor, schedule the Job Shadow to take place during the corresponding break time, and inform the Career Development Center about when and where the Job Shadow
will take place (email: cdc@wpi.edu). Please note: Students are responsible for all travel expenses. Complete a Job Shadow Program Evaluation upon your return from the Job Shadow Experience.

**Cancellation Policy:**

If a student must cancel his/her job shadow, the Career Development Center and alumni/professional must be contacted as soon as possible. Students who participate in the Job Shadow Program are representing WPI and are asked to help keep interactions with professionals positive so other students may take advantage of this opportunity. Failure to contact both the Career Development Center and the alumni/professional will result in not being able to participate in the Job Shadow Program for the remainder of the academic year.

**Preparing for your Job Shadow:**

Prepare a list of questions before your job shadow to make the most out of the experience (Note: make sure you ask questions that cannot be easily found on the internet).

Make sure to research the career field, employer, and industry.

Print out directions and allow ample time for traffic and navigation to site.

Dress Professionally. Khaki pants, button down shirt, blouse, sweater, knee length skirt, no sneakers.
Possible Questions:

1. What are the ideal qualifications for someone in this field related to:
   a. Education/training
   b. Skills
   c. Experience
   d. Personal attributes
2. So you feel that certain personality traits make it easier to do this work well? Which traits?
3. How did you decide to work in this field? For this Company?
4. What is your background? Do you have an area of specialization?
5. What do like/dislike most about this job?
6. What is your typical day like?
7. What are your job responsibilities? Are these tasks the same for everyone with this job title?
8. How much personal freedom do you have in this job (supervision)?
9. If you had it to do over again, what would you do differently?
10. What is a career path for someone in this field?
11. Are there career options (in this or related fields) that open up as a result of this position?
12. Do you feel it is more beneficial to go to graduate school or obtain work experience and then go to graduate school?
13. What degree(s) would be most helpful?
14. What salary ranges exist in the field?
15. Is the field growing? What are the various types of employment?
16. How secure is employment?
17. Are there advantages to working for small or large firms?
18. What is the typical hiring process? Is that process standard procedure within the industry?
19. What is a typical workday like? A work week? Year?
20. Do you work under a lot of pressure? Is that expected?
21. How many hours a week do you work? Is it common to take work home?
22. Do you travel?
23. Is relocation expected?
24. Are there other responsibilities (civic or social obligations) that are expected?
25. Are there any publications related to this field (trade magazines, etc) that would help me learn more about this field?
26. Are there professional associations related to the field that I could join as a student?
27. Can you recommend other people I could talk to about the field?
JOB SHADOW PROGRAM APPLICATION FORM

First Name: ______________________ Last Name: ______________________
Student ID Number: ______________ Email: ______________________
Graduation Year: _______ Current Major: ______________________

Permanent Address: ____________________________________________
Permanent City: __________________ Permanent State: ____ Permanent Zip: _______
Country: ______________________

Do you prefer your match to be located near:
  _____ WPI Address
  _____ Your Permanent Address
  _____ Either/Doesn’t Matter

Do you have access to a car?       Yes       No

If Undecided, what major are you interested in learning more about:
  1. ______________________
  2. ______________________
  3. ______________________
Check here if you don’t have a rank/are interested in all of the above majors  □

Which Break are you interested in arranging your Job Shadow Experience:
  - Winter Break
  - Spring Break

Do you have a particular area of interest, such as a concentration, company, industry, etc?
If so, please describe your area of interest in more detail on the lines below to help in
determining a professional match that best meets your interest.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Continued .....
Why are you interested in participating in the Job Shadow Program?

What are you hoping to learn from participating in the Job Shadow Program?

I agree that I am not a Worcester Polytechnic Institute Employee, agent, or contractor during this project, and am not entitled to liability coverage, medical/accident insurance, payment of medical disabilities, co-payments, non-covered medical expenses, or other benefits from Worcester Polytechnic Institute. I acknowledge that all risks cannot be prevented, and assume those beyond control of the University staff. I understand that serious injury, permanent disability, disfigurement, and death could result from my participation in the program. If I am injured, I consent to emergency medical treatment at my own expense. I agree that I am able, with or without reasonable accommodation, of undertaking this activity. I understand that all costs associated with travel are my responsibility. By participating in the Job Shadow Program I understand that I am a representative of my fellow Worcester Polytechnic Institute Peers and will behave in a professional and responsible manner at all times.

Student Signature: _____________________________ Date: ___________

Printed Signature: _____________________________

Please return the completed application and a copy of your resume to Maggie Becker at: Career Development Center Lower Level, Project Center or cdc@wpi.edu
JOB SHADOW EVALUATION FORM

We hope your job shadowing experience was helpful as well as enjoyable! Please take a few minutes to fill out this evaluation form so we can continue to improve job shadowing experiences for WPI students.

Your Name____________________________________________________________________

Company Name_________________________ Date of Appointment _____________

Name of Contact _______________________ WPI Alum?______________________

Name of CDC Contact with whom you were working __________________________

Did your CDC contact meet your needs in a timely manner when scheduling a visit with a professional in your field?

________________________________________________________________________

________________________________________________________________________

Were you able to reach your contact and set up an appointment? If no, explain:

________________________________________________________________________

________________________________________________________________________

How long did you spend with the employer? ________________________________

Did you find this to be a useful experience? How do you feel about this field after the observation/job shadow? Explain:

________________________________________________________________________

________________________________________________________________________

Were there any negative aspects of your experience that we should know about?

________________________________________________________________________

________________________________________________________________________

Additional comments or suggestions:

________________________________________________________________________

________________________________________________________________________

Would you be willing to be video interviewed about your experience? Yes No

PLEASE RETURN TO: CDC, LOWER LEVEL PROJECT CENTER – THANK YOU!