



Sample 'Shadow' Questions

Talking and visiting with working professionals can be one of the most effective ways to learn what you need to know when choosing a major, choosing a career or beginning a job search. Job Shadowing will introduce you to both the people and work settings which are of interest to you. Often you can learn things you could not learn any other way.

What you will gain:

1. Up-to-date, first hand information about an occupation or company.
2. The ability to discuss how you fit into a career or company with someone who knows.
3. Insight into how people feel about their work and organization.
4. Important contacts by meeting potential employers in a non-stressful situation.
5. Self-confidence, by experiencing meeting with strangers
6. And much more...

Possible questions if you are analyzing a CAREER:

1. How did you get into this field?
2. What do you like most and least about your job?
3. What is your typical day like?
4. What are your job responsibilities?
5. Are these duties the same for everyone with this job title?
6. In terms of talent and personality, what kind of individual would be best suited for this kind of job?
7. What are the prospects for someone entering your field today?
8. What advice would you give me for locating and obtaining a job in this field?
9. What sources of information would you recommend (magazine, journals, etc.)
10. What kind of programs or activities does your office perform?
11. What kind of salary is median in your occupation?
12. What seems to be recurring problems for people in your field?
13. What kind of education do you need?
14. What kind of training is required? Any license or other qualifications?
15. What rewards does your job offer?
16. What are other related career fields?
17. What are some settings in which people in this occupation are found?
18. What is the employment outlook?
19. What would be a typical career path in this field?
20. How did you get started in this field?
21. How did you obtain your first job?
22. What kind of skills do you need to meet the challenges of your position?
23. If you had it to do over, what would you do differently?

Evaluating Your Information - Ask yourself the following questions:

1. Do I understand what the job entails?
2. Does this person use the skills I want to use?
3. What do I need to do to be qualified for this job? Do I want to do that?
4. Would I enjoy working in this capacity?
5. What alternatives were mentioned?
6. What positive or negative impression do I now have about this area of work?
7. What information do I still need to know to make a good decision?



Sample 'Shadow' Questions

Possible questions if you are seeking information about a specific COMPANY:

1. For what position would this company hire someone with my qualifications?
2. What might I expect to be doing over the next three to five years?
3. How much freedom do employees have to determine their own job movement and responsibilities?
4. How does the company facilitate employees staying current in their fields?
5. How are employees encouraged to continue their professional development over an extended period of time?
6. What kind of training is provided for prospective supervisors or managers?
7. Do you have or sponsor any continuing education programs for employees?
8. How would you describe the quality of your company's management? What seem to be the strengths and weaknesses?
9. What are management's basic philosophies in managing the business and employees?
10. What do your company's managers and supervisors have in common?
11. What are the company's values? What does the company stand for?
12. How are the company's values reflected in everyday activities?
13. Why is the work environment what it is (formal/casual, elegant/simple)?
14. What kind of people are most successful or satisfied at your company?
15. Who do you consider your major competitors? How would you evaluate your success in the competition?
16. What is your company's compensation philosophy compared with other companies?
17. How are individual increases determined?
18. How old is your organization and how have you seen it change?
19. How does this organization rank within its field, or industry?
20. What is the general image of the organization in people's minds?
21. How does communication work within the organization?
22. How is information collected, and by what paths does it flow?
23. What methods are used to see that information gets results--to what authority do people respond at this company?

Evaluating Your Information - Ask yourself the following questions:

1. Would I enjoy working for this company?
2. How can I help this company meet its goals?
3. How do my personal assets meet the needs of this company?
4. Who should I contact next?
5. Are company values and goals consistent with mine?
6. Are there other organizations whom I should contact?
7. What are some problem areas which are apparent? Do I want to live with them?