

## SAMPLE JOB SHADOWING AGENDA

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10am	Student arrives Provide a tour of the facilities and introduce the student to key staff
10:30am	Introduce the profession, industry and/or organization  Allow the student to observe the daily routine  Set aside time for the student to conduct an information interview. Consider addressing the following items: <ul style="list-style-type: none"><li>• Overview of your “typical” day</li><li>• What you love about your work</li><li>• Your career path</li><li>• Company/industry growth potential</li><li>• Things you wish a seasoned professional had told you as a college student</li><li>• Opportunities for further student engagement</li></ul>
12pm	Break for lunch
1pm	Introduce student to coworkers and colleagues and explain how you and your colleagues collaborate  Set up the student with informational interviews with a variety of your colleagues to help the student gain a broad perspective of your organization’s operations
2pm	Bring the student to a team meeting or other function to observe
3:30pm	Regroup with student to answer any remaining questions about what he/she observed
4pm	Job shadowing comes to a close