



Career Sphere

Spring 2017



**OZARKA
COLLEGE**
CAREER PLANNING SERVICES

Inspiring and equipping Ozarka College
students for successful careers

Benefits of JOB SHADOWING

Firsthand Experience—You'll truly get a feel for your future day-to-day work activities when you're immersed in your future work environment.

Understanding Employer Expectations—Observing and working with an employee in your future role in an organization will give you valuable insight into what the employer expects as far as productivity and customer service.

Reality Check—Job shadowing provides an opportunity to find out if a job is a good fit for you. The career you may have always wanted to pursue may require you to perform some tasks you are not willing to perform or deal with situations contrary to your personality and abilities.

Resume Builder—Time spent learning about a business in a hands-on fashion demonstrates to potential employers that you are willing to go the extra mile for success.

Networking—Through job shadowing, you can not only learn about your chosen industry's structure and chain of command, but make valuable contacts whose insight and recommendations may prove invaluable when you're ready to search for a job.

About This Issue

Ozarka College Career Planning Services cares about the employability of our students. Our goal is to help students throughout the career planning process. Job shadowing is one very helpful tool in the job seeker's toolbox, and is the topic of this edition of Career Sphere.



Job Shadowing is the practice of working with or observing an employee with the goal of learning about aspects of their job.



IDENTIFYING JOB SHADOWING OPPORTUNITIES:

- Who do you know already doing the job you want to shadow?
- If you do not know someone already, ask your advisor, instructors, or Career Services for suggestions.
- OR, make phone calls to businesses you are interested in. Ask to speak to an office manager or hiring official.

ASKING PERMISSION TO JOB SHADOW:

"I am a college student interested in learning about jobs in your industry. I was wondering if you take interns or allow job shadowing?"

**National Job
Shadowing Day
February 2nd**



Examples of Job Shadowing Interview Questions

AUTOMOTIVE

- What types of mechanical, computerized or technical equipment have you used to test cars?
- What are your best qualities when it comes to providing customer care?

AVIATION

- Tell me about your aircraft.
- Pilots have simultaneous responsibilities during a flight. What advice can you give me about balancing those responsibilities?

BUSINESS

- Describe a business problem you faced and how you handled it
- What are two to three industry or management trends that impact your role?

CRIMINAL JUSTICE

- What are some misconceptions people may have about law enforcement professionals?
- What type of continuing education and training is provided on this job?

CULINARY ARTS

- How involved are you in the menu development?
- What was the biggest mistake you made when you were a brand new chef?

“Success does not come to you. You go to it.”

~ Marva Collins

HEALTH INFORMATION

- How do you keep track of all the data you track so that the work gets done on time?
- Share a time in which your attention to detail and thoroughness had an impact on your company .

INFORMATION SCIENCE

- Tell me about the most recent project you worked on. What were your responsibilities?
- How would you rate your key competencies needed for this job?

NURSING

- How do you create a great patient experience?
- Are there any duties you perform that you did not expect you would be required or asked to perform?

TEACHING

- Tell me about the planning and preparation teaching requires.
- How do you handle unexpected situations/behavioral problems?

Tips for Successful Job Shadowing

- ◇ Prepare questions ahead of time.
- ◇ Dress, speak and act professionally.
- ◇ Bring paper and pencil to take notes.
- ◇ Pick a time that works best for you and the person you're shadowing.

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Ozarka College Career Planning Services

- * If you don't know what you want to become. . .
- * If you know what you want to be, but don't know how to get there...
- * If you know what you want and how to get there, but need help with job seeking skills...

**We
Can
Help**



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