

Student Expectations and Best Practices



Union Christian Academy is thrilled to be a part of what we hope will be an impactful job shadowing experience for you. We believe this is a great opportunity for you to gain real-world experience and valuable insight into how skills and passion come together to create a successful career.

The individuals you will be shadowing at various organizations are volunteers that have kindly agreed to host you at their place of business. They are incredibly excited to serve as your mentors for a day. At the same time, they are business professionals that will expect you to behave in a similarly professional manner. In order to help you understand what some of their expectations may be and ensure you have the best experience possible, we have outlined some best practices as guidelines for your job shadow day.

- **YOU MUST:** find out appropriate dress code for your host job site, confirm details including the date, time you should arrive, the location you should meet at, and any materials you may need to bring.
- **Research your job shadow host employer/organization** to better understand their business and prepare you for the day. Visit their website and conduct a quick search for general information.
- **Develop a list of specific, thoughtful questions** to ask your host employer, whether about their organization, its operations, or their own path.
- **Consider your own career aspirations** and be prepared to answer questions about your personal interests and goals.
- **Make a positive first impression:** introduce yourself, shake everyone's hand, and make eye contact. You would be surprised at what a long way these small things can go!
- **Turn off your phone,** or at least keep it put away – be respectful of your host's time by giving them your full attention.
- **Strive to have a positive outlook** and make the most of your job shadowing experience. Show enthusiasm and appreciation for the opportunity.
- **Don't make negative comments** to your host. Remember, you are their guest.

Say thank you. After completing your experience, send a typed thank you letter to make a truly lasting impact. Turn letter in to Ms. Sarah Jones.