EVENT: Shadow a Professional
DATE/TIME: TBD by mentor
LOCATION: Wichita
PARTICIPANTS: Mentor participation required, mentee, working professional

Job shadowing is an opportunity for students to spend a day with a competent worker in order to learn about a career and observe daily work activities. Mentors will organize and schedule a minimum of one shadowing opportunity for their mentee during the academic year. Many students are undecided about their chosen career during their sophomore year so the goal of job shadowing is to simply gain work/career insight. Talk with your mentee about his/her interest before scheduling the job shadow.

Help prepare your mentee for the job shadow by encouraging them to research the company, reviewing questions to ask his/her job shadow mentor and talking to them about appropriate dress and conduct.

A post-shadowing evaluation must be completed by the working professional. Mentees are required to complete a one-page summary regarding their experience that can be shared with their mentor and be used during the job interviewing skills event.

MENTOR COMMUNICATION VIA TEXT, EMAIL OR PHONE:
• Schedule a shadowing day for mentee and communicate the details with your mentee.
• Complete and submit the shadow evaluation for working professionals.
• Communicate importance of dressing appropriately and talk with mentees about how to get the most out of job shadowing (information attached)
• Email reminder asking about volunteer interests.

Questions? Let Kim know.
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