PennState Behrend

Academic and Career Planning Center

INFORMATIONAL INTERVIEWING AND JOB SHADOWING TIPS

1. **Find professionals to guide you**
   - Explore CandidCareer, LionLink, and LinkedIn for networking and job shadowing opportunities
   - Ask parents and other network contacts to identify leads on organizations seeking professionals
   - Call, email, and reach out to professionals to request an informational interview or job shadow
   - Emphasize your desire to want to learn more about what the professional does within their career path
2. **Conduct an informational interview**
   - Interview the professional about their role in a polite, casual, and conversational manner
   - Whether face-to-face or virtual, greet the professional appropriately and thank them for their time
   - Learn as much as possible about their role, education, and workplace environment
3. **Shadow a working professional**
   - Identify professionals in career fields that match your desired interests
   - During a job shadow, take part in their day-to-day activities and ask questions when appropriate
   - Observe daily operations and document the experience accordingly
4. **Ask questions during an informational interview or job shadowing experience:**
   - What does a typical workday consist of for someone in your role?
   - What skills and talents do you feel you most utilize in this role?
   - What work do you most enjoy in this role? Any challenges?
   - What is your educational background?
   - What academic courses and accomplishments did you find most helpful in obtaining this role?
5. **Post follow-up experience**
   - Send a sincere *thank you,* either letter or email, thanking the professional for allowing you the opportunity
   - Review your notes, reflect on conversations and determine your interests in further pursing such a role
   - Schedule a meeting with a Career Counselor to discuss overall experience and plan future career steps
   - Plan and execute additional informational interviewing and job shadowing opportunities

For assistance with professional development, please schedule an appointment with a Career Counselor at the ACPC, 814.898.6164, askacpc@psu.edu