



Job Shadowing Checklist

Preparing to setup a Job Shadowing experience:

- Develop a job shadowing site target list
 - Explore company contacts on DragonTrail
 - Ask advisors/faculty members for contacts
 - Contact relatives or neighbors that may know someone in the field
- Create a script or elevator pitch to use when contacting the site
- View CareerSpots videos (Information Interviews, Networking) on UAB Career & Professional Development Services' website

Tasks to complete prior to going on the Job Shadowing sites:

- Secure Job Shadowing site, confirming date, timeframe and directions
- Print a copy of the Information Interview worksheet from the UAB Careers & Professional Development Services' website

Tasks to complete after the Job Shadowing:

- Send thank you letter to contact
- Record your experience in OrgSync to reflect on your Co-Curricular Transcript

**Contact UAB Career & Professional Development Services
Assistant Director of Experiential Education
at (205) 934-4324 if you need assistance.**