**Job Shadowing project:**

All members are encouraged to participate in a job shadowing program. Members will learn about potential career fields and explore interests for their future. This activity is an allowable AmeriCorps activity and counts towards total training service hours. The job shadowing is not limited to Habitat for Humanity staff.

Job shadowing can be useful in several ways, including helping someone decide whether they would enjoy and feel passionate about a job. They will also find out if their skills match the career field of interest and whether their skills from school and other jobs might translate to this job.

Because job shadowing is a short-term experience, it can be a great way to decide whether they want to pursue a particular career before applying for jobs or internships.

Job shadowing also helps you develop contacts in your career field of interest. When shadowing someone who is competent in their field, members have the opportunity to gain a useful resource as they begin to seek and apply for jobs and internships.

Each job-shadowing experience can be different. However, they typically will follow an employee and observe them partaking in their day-to-day work. They might ask the member to help with certain tasks, as well. Members will also questions through out the experience about the work, the culture, and more.

**How to Participate in the** **Job Shadowing project**

* Read through the [How to Have a Successful Job Shadow guide.](https://www.indeed.com/career-advice/starting-new-job/how-to-job-shadow) Consider taking a [career aptitude test](https://www.indeed.com/career-advice/finding-a-job/free-career-aptitude-tests-for-adults), if you do not know where to start.
* Complete the **Job Shadow participation** **form**
  + The job shadow does not need to be at Habitat specifically. Instead, it should be in field the member wants to work in.
* Work with Habitat Iowa staff to find a job shadowing placement
* Formally ask and schedule a time to meet with selected contacts
  + Members can use this prepared email to help with this.
  + Make sure supervisors approve of this time away from the normal service schedule.
* Complete the Job Shadow questionnaire with the selected employees of the interested career field.
* Report back to Habitat Staff and their supervisor on their experience through this reflection exercise at the bottom of the Job Shadow Questionnaire.
* This activity is counted towards training service hours.

**Job Shadow Participation Form:**

You can complete this form online through this [office form linked here.](https://forms.office.com/Pages/ResponsePage.aspx?id=aHsmVBk3q0mZBC6YIdA2mHpTV8Q4G1tHtZVeqC6cwwlUMkdESFRFMlJQU0U2RlZDSFVEQ1NaTDgwMS4u)

Or complete the form on this word document. Once Habitat Iowa staff receive the form, they will help members find a location for job shadowing.

* **Name**
* **host site**
* **phone #**
* **What are some passions or skills you would like to explore?**
* **What sector would you like to explorer?** 
  + Example- Housing, construction, nonprofit grant writing, technology,
* **What kind of setting would you prefer to shadow?** 
  + Example – office, out in the field, outdoors, etc.
* **Would you be open to traveling to a different city for your job shadowing experience?** 
  + Example – Someone in Waterloo might find a company in Des Moines to meet with
* **If you have specific companies or organizations that you would like to connect with, please list them here.**
* **Please list any specific people that you would like to connect with.**

**Job Shadow Questionnaire and Reflection:**

1. **Day of Questionnaire:**

Please answer these questions while at your job shadowing site.

**About the Organization/Company/Field:**

* What is your favorite part of working here or in this sector?
* What do you dislike about this organization or career sector?
* What is the company culture like here?
* What makes this company unique?
* What’s a typical week look like for you?

**About the specific person:**

* How did you get started in this field?
* What interested you the most about this career field?
* How has your career changed since you first started?

**Advice Questions:**

* What advice do you have for someone starting out in this career field?
* What would give me a jump start in this field?
* What is the #1 skill to make someone successful in this career field?

1. **Job Shadow Reflection:**

After your job shadowing exercise please answer the following questions. Turn the questionnaire and reflection to Habitat Iowa program staff.

1. Where did you job shadow?
2. How many hours traveling, job shadowing, and working on this reflection?
3. Why did you choose to do this experience?
4. What did you learn?
5. What surprised you about this career field?
6. Do you want to pursue a job in their career field? Why or why not?