August 14, 2018

Dear Job Shadow Host:

Thank you for your interest in allowing a Georgia Southern University student to shadow your profession. Job Shadowing can be an integral part in assisting a college student in identifying his or her future career while learning more about your profession and the expectations of the “real world” work environment.

Role of the Student
The student will observe you for a half or full day as you go about your usual schedule. He or she may ask questions that may arise from observing your activities. The student should not ask to conduct any work or action or ask to retain any materials that are not issued by you for public use. The student is truly curious about your profession and the type of experiences that take place during your day.

Role of the Job Shadow Host
Expose the student to as many areas of your work that would provide him or her an understanding of your profession. Share what academic and non-academic experiences prepared you for your profession and assisted you in obtaining your current position. Ask questions of the student, or conduct a short closing interview, to see what the student learned and offer advice as to what he or she should consider if following your career path.

At the bottom of this letter you will find an area to offer feedback to the student or the Office of Career and Professional Development about the Job Shadow experience. Feel free to return it to the student or to the contact information listed at the top of the letterhead. Your commitment to helping our students make career decisions is greatly appreciated.

Sincerely,

Caitlyn Cofer
Assistant Director of Experiential Learning
Office of Career & Professional Development

Comments/Advice:

Would you be interested in:

Allowing other students to shadow you?    _____ Yes                _____ No
Internship or job recruitment at Georgia Southern?   _____ Yes                _____ No

If yes, please fill out the information below:

Name: ________________________________ Position: ________________________________
Email: ________________________________ Company: ________________________________
Phone: (____) __________________________

Comments:

Please note: These responses are strictly confidential and will not be shared with the student or the Office of Career & Professional Development without your consent.