



McGill

JOB SHADOWING PROGRAM

*Guide for Students:
Role and Responsibilities*

Overview of the Job Shadowing Program

A job shadowing experience enables students to explore a potential career path and provide them with realistic career information. To expand the experiential learning resources available to students at McGill University, the Office of Alumni Relations (AR) and Career and Planning Services (CaPS) collaborated to establish a job shadowing program, which was launched in 2017.

Objectives and Benefits

The objective of the McGill job shadowing program is to help students gain valuable career insights from McGill alumni. Students will be able to explore a desired profession in order to make informed choices about internships, minors, and other academic pursuits. This program offers students a unique opportunity to network with McGill alumni and other professionals in a supportive environment.



Expectations and Commitment

To make the most of this experience, please find some helpful tips and information below.

Prior to the job shadowing experience:

- > After you receive an introductory email with your host's contact information, please contact your host to discuss the date and timing of the job shadowing as well as any other requirements of the workplace such as appropriate attire, etc.
- > You may be required to sign a confidentiality waiver or other forms if requested by the host.
- > Please advise the Job Shadowing Program Coordinator by email and/or phone if you have not received a response from the host within one week of contacting them.
- > Please advise the Job Shadowing Program Coordinator and host by email and/or phone if you are no longer able to participate in the job-shadowing program. You are encouraged to find an alternative date if possible before cancelling your participation.

During the job shadowing experience:

- > Arrive 15 minutes prior to the agreed upon time and do not request to leave early.
- > Dress based on guidelines provided by the host.
- > Conduct yourself in a professional, polite, inquisitive, and appreciative manner. Remember that this is an opportunity to learn, not find a job or ask for one.
- > Do not use a cellphone or other technological devices during working hours.
- > The host may ask to take a photo with you and email the photo to the Job Shadowing Program Coordinator. If you give consent, the photo may be used in promotional materials by McGill University, including social media pages.

Following the job shadowing experience:

- > Please send a thank-you note to your host.
- > Complete a Job Shadowing Experience Feedback Form and submit to the Job Shadowing Program Coordinator.

Practical Tips

- > Research the company to learn about their services or mission.
- > Be aware of and avoid situations in which you may cause a disruption to the normal workflow of the workplace.
- > Provide your host with feedback and reflections on what you have observed throughout the experience.
- > Get to know your host; ask about their career path, area of studies, and professional interests.



If you have any questions or concerns, please contact the Program Coordinator:

Career and Planning Services (CaPS)
careers.caps@mcgill.ca

Alumni Relations (AR)
alumnicareers@mcgill.ca

Sample Questions to Ask Your Host

About the host's role and responsibilities

- > Can you tell me about your career path and what led you to the role you're in today?
- > What previous experiences helped you most in this role?
- > What are your primary job responsibilities?
- > What does a typical day/week in your job look like?
- > What do you enjoy the most about the work you do?
- > What do you enjoy the least about your work?
- > What are some big projects you are working on or that you've recently completed?
- > What are the most challenging aspects of your job?

About career path/training

- > How did your time at university prepare you for your career? How relevant to your work is your major?
- > How did you get your first job post-graduation?
- > How important is a graduate degree, designation, or additional certification in this field?
- > What other jobs could you do with the skills you have gained in this field?

Relating to your current situation and future goals

- > How would you describe someone who would excel in this career?
- > What advice would you like to have been given when you were starting out?
- > Are there many opportunities in your field? What should people do to get started?
- > How do people find out about job openings in this field?
- > How is a typical job interview in this industry conducted?