



# Job Shadowing

## Student's guidelines for preparation and follow-up

The Job Shadowing project is run as a collaboration between the Business and Employment Promotion Hannover Region, the Career Centre at the University of Applied Sciences Hannover and the Career Service at the Leibniz University Hannover.

**A look behind the scenes:** Job shadowing allows you to observe a company for a short period of time. Whether online or on site – you gain personal insights into occupational fields and everyday working life, can make initial contacts and orientate yourself professionally. In contrast to an internship, the focus is not on working, but on getting to know each other and exploring the workplace.

### Procedure

- You choose a company that suits you from the overview and register using the relevant online registration form.
- You will be informed by email directly from the company whether, when and how you can participate (online for approx. 1-2 hours via the company's video conferencing tool or several hours on-site at the company).
- You give us brief feedback at the end – whether anonymously via online evaluation or personally by email.

### Advantages

- Insight into practice and everyday work from the personal perspective of your contact person.
- Get to know the company/work culture and the working atmosphere.
- Answers to your questions about the occupational field, starting a career and applying for a job.
- New contacts for a possible application for a traineeship or for a career start.

### Preparation

- Find out about the company in advance (website, press releases, reports, etc.).
- Find out about the position of your contact person before the personal exchange.
- Formulate your expectations and wishes:
  - What do I expect from the job shadowing?
  - What am I particularly interested in, what do I want to learn, get to know anew or deepen?
  - What specifically do I want to achieve – explore the company and the field of work, establish contacts for future job applications?

- Possible guiding questions:
  - What else is part of your job and what do you particularly like to do?
  - What was particularly helpful in determining your career goals during your studies?
  - How did you get your current job?
  - To what extent do international crises influence your everyday life, the industry as a whole?
  - Looking back on your time at university: What advice would you give to students?

### Attend

- Be on time for the appointment. Inform your contact person in good time if you are unable to attend for an important reason.
- For a digital appointment, ensure good technical preparation (e.g. stable internet connection, headset) and a quiet environment during the virtual job shadowing.
- During an on-site appointment, accompany your contact person at their workplace and during the collaboration within the department. The person accompanying you may also perform tasks that you do not find particularly exciting. Remember: a normal working day is not always exciting. It is important that you get a realistic insight into the working world.
- Feel free to ask questions during or at the end of the job shadowing.
- If, at the end of the appointment, you are interested in the company and a potential internship or career start there, ask for tips on a possible application process or recommendations for internships.
- If you would like to keep in touch with your contact person, mention this.

### Follow-up

- Shortly after the job shadowing, please send an email to the person you accompanied and thank them for their time and commitment.
- Evaluate your experience:
  - What did I learn and experience about the company and the field of work? What was new, what surprised me, what was confirmed?
  - To what extent was I able to expand my knowledge about the field of work?
  - What do I take away from the experience for the further planning of my study and career path or the job search and application process?

### If you have any questions, please contact:

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