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virtual

# 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 ZQS/Key Competencies department at the Leibniz University Hannover.

Job Shadowing contributes to support you in finding your career path. It enables you to participate in an individual work shadowing in a company to get an orientation on the job market. As it is currently not possible to visit the company personally, a virtual Job Shadowing gives you the opportunity to have an online meeting with an employee of a local company and get an insight of their working routine. You are free to ask her or him questions during or at the end of the meeting.

### Process

1. Sign in via the registration form on our website.
2. The company will then send you an e-mail to inform you, whether you were chosen for the Job Shadowing (1-5 students per appointment can participate) and you will also be informed about the date and time of the virtual Job Shadowing.
3. The company will also let you know in advance, which conferencing-tool will be used to participate in the Job Shadowing.
4. You will participate in the online meeting (duration: about 1-2 hours).
5. We will ask you to give us a short feedback (participation in a short online-evaluation or personally via e-mail).

### Goals

- Get a short insight into the working practice and daily work routine from a personal perspective of an employee.
- Gain first impressions of the company and its culture as well as the working climate.
- Getting to know a potential company for an internship or a career start.
- Networking for a potential future application for an internship or job vacancy.

### Preparation

- Gather information in advance about the company (website, press releases, articles etc.).
- Find out some details about the position of the employee you will meet online.

- Please remember that in most cases the company language is German. Prepare yourself and your questions accordingly.
- Phrase some of your expectations and wishes:
  - What am I expecting from the Job Shadowing?
  - What am I interested in in particular, what do I want to know, learn or get a deeper insight about?
  - What do I want to achieve specifically? Explore the company and the working field? Networking for future application?
- Possible key questions:
  - What other tasks are in your job description and what tasks do you like to work on in particular?
  - During your study time, what was particularly helpful when finding your career goal?
  - How did you get to your current position?
  - How does the corona crisis affect your daily working life and the branch in general?
  - Looking back on your study time: What advice do you have for students?

### On the actual Job Shadowing date

- Be punctual and let your contact person know should you for any reason not be able to participate.
- Make sure that you are technically prepared (stable internet connection, headset etc.) and that you are set in a quiet environment during the virtual Job Shadowing.
- You can ask questions during or at the end of the session.
- Should you be interested in an internship or a career start in that company, ask for advice concerning the application procedure or an internship recommendation.
- If you want to stay in contact with that particular contact person, feel free to ask her/him.

### Follow-up

- Evaluate your experience:
  - What did I learn about the company and the working field? What was new, what surprised me, what proved to be true?
  - In what way was I able to broaden my knowledge about that working field?
  - From the experiences I made in the Job Shadowing, how will I plan my further studies and my career path? And how will I plan my job hunt and the application process?
- Shortly after the virtual Job Shadowing you can send an e-mail to the employee you were shadowing, to express your gratitude for her or his time and engagement. This way you can also maintain regular contact.

### For questions please adress to:

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