Job Shadow Program
Sample Job Shadow Day Schedules

As you begin to structure your company's job shadow day, there are a variety of factors to take into consideration. Chief among them are the level of staff involvement, and how structured the day is. The following sample schedules illustrate some of the possibilities. Job Shadow Program staff are happy to work with you to design a schedule that best showcases your company and fits your company's culture and staff availability.

Minimal Structure/Low Staff Involvement

This sample schedule is best for situations when only one or two employees are available at the host company or for very small businesses. While it leaves much of the day to a single employee, it also allows enough flexibility in the structure to accommodate changes in staff schedules and the involvement of additional staff members if their schedules allow.

Time	Activity
8:45 a.m.	Arrival – Main entry, 1200 SW Commerce Boulevard
9:00 a.m.	Meet with Finance Manager – Overview of company, culture and department. Discuss agenda and goals of the day
10:00 a.m.	Shadow Senior Financial Analyst to observe daily routine and learn the necessary skills to be successful in the position
12:00 p.m.	Break for lunch
1:00 p.m.	Tour of workplace or continued shadowing of Senior Financial Analyst
2:00 p.m.	Hold for meeting/informational interview with additional staff member (to be determined)
4:00 p.m.	Wrap-up with Finance Manager

Minimal Structure/Greater Staff Involvement

This sample schedule is appropriate for job shadows where multiple people wish to be involved but there is some uncertainty about their availability. The components can be easily moved around without significant disruption and other staff members can be substituted into slots as necessary. This approach, while not providing as in-depth a look at a specific career path, provides the participating student(s) with an introduction to several different professionals and career paths. It can also be adapted easily depending on whether the company hosts one student or multiple students at the same time.

Time	Activity
8:30 a.m.	Arrival – Corporate headquarters, South visitor's entrance
8:30 a.m.	Welcome and overview of company – Talent Acquisition Team
9:45 a.m.	Marketing Team staff member shadow or presentation
12:00 p.m.	Informal lunch with new employees and interns
1:15 p.m.	Informational interview with senior Marketing Team member
2:00 p.m.	Sales Team staff member shadow or presentation
4:15 p.m.	Wrap-up with Talent Acquisition Team

High Structure/Low Staff Involvement

This sample schedule is appropriate for a company in which only a few staff members are available to participate and those staff members would like to have a clear structure for the day so that they don't have to plan their interaction with participating students "on the fly." Activities and timing are clearly structured with a nice variety for the participating student.

Time	Activity
9:15 a.m.	Arrival – 1701 W. 18th Street, Suite 400
9:30 a.m.	Welcome and overview of company – Director of Sales
10:00 a.m.	Tour of facility – Sales Associate
10:30 a.m.	Discussion of sales strategies – Sales Associate
11:00 a.m.	Shadow Sales Associate
12:15 p.m.	Break for lunch
1:15 p.m.	Visit local client with Sales Associate (one-on-one ride along)
3:30 p.m.	Informational interview and wrap-up – Director of Sales

High Structure/Greater Staff Involvement

This sample schedule is ideal for a company that would like to give its participating students an opportunity to engage with a wide variety of its employees. Such an approach requires structure so that staff involved can rely on the schedule to know when they need to be available. The schedule uses a variety of activities including one-on-one informational interviews and meetings as well as group meetings, panels and role plays.

Time	Activity
9:00 a.m.	Arrival – Visitors' Entrance,
9:00 a.m.	Meet with HR Director to discuss the day's activities, including an overview of the company and its clients
10:00 a.m.	Plant Tour – HR Director
10:45 a.m.	Meet & Greet – Vice President Sales, North America
11:15 a.m.	Participate in role plays: "Steps to Making a Sale" and "Steps to Finding Facts" – Sales Team
12:15 p.m.	Lunch with UO alumni
1:30 p.m.	Informational interview – One-on-one with Sales Team member
2:15 p.m.	Observe a presentation to a client – Sales Team
3:30 p.m.	Marketing Roundtable: Questions, Answers, and Advice – Marketing Team
4:30 p.m.	Meet with HR Director to discuss the day and wrap-up

There are lots of other ways to design your company's job shadow day. If you have an innovative schedule or job shadow activity to share, please email it to Chris Bennett at cwb@uoregon.edu.