

DIY JOB SHADOW

Create your own experience

May 27 & 28, 2026

Chloe Bohnstedt and Wendy Kuessel Allison, Career Development Center



AGENDA

- Welcome & Introductions
- What is a job shadow?
- 4 Step method
- Resources
- Q&A

*** This will be a recorded session**

YOUR HOSTS FOR TODAY



Chloe Bohnstedt
Career Coordinator



Wendy Kuessel Allison
External Relations Manager

POLL #1

WHAT IS A JOB SHADOW?

Opportunity to explore an industry, organization or specific position

Anyone can participate

In-Person or Virtually

Educational and realistic

Observation of a person's daily work

Network with alumni and company contacts

FOUR STEPS

1. Find a professional

2. Reach out

3. Prepare

4. Follow-up

STEP 1: FINDING PROFESSIONALS

WHERE TO FIND PEOPLE

- LinkedIn
- OSU Connections
- Professors and faculty
- Family, friends, neighbors
- Student org connections

Tip → Warm connections are easier, but cold outreach works just fine



LINKEDIN

The screenshot shows the LinkedIn profile for Oregon State University. The page is divided into several sections:

- Header:** Oregon State University logo and name, with a verified badge. The bio reads: "There are answers everywhere. That's why Oregon State University goes OUT THERE. Higher Education · Corvallis, or · 260K followers · 178K alumni".
- Navigation:** A menu bar with options: Home, About, Posts, Jobs, and Alumni. The "Alumni" tab is circled in red.
- Content Filter:** A row of buttons for "All", "Images", "Videos", "Articles", and "Documents".
- Post:** A post from Oregon State University with 259,969 followers, dated 4 days ago. The text of the post is "Spread the word: Self-screening saves lives. 🧑‍🚒".
- Right Sidebar:**
 - REPT BATTERO:** A sponsored post by REPT BATTERO with the text "Wendy Kuessel, grow your business and insights from REPT BATTERO". Below it is a search bar for alumni, circled in red, containing the text "177,969 alumni" and a search prompt "Search alumni by title, keyword or company".
 - Affiliated pages:** A list of pages including "Career Development - Oregon State University" and "Oregon State University International Alumni".
 - Where they work:** A bar chart showing where alumni work, with categories: Oregon State University (6,601), Intel (1,005), and Nike (989).
 - Where they live:** A bar chart showing where alumni live, with categories: United States (168,590), Oregon, United States (99,404), and Portland, Oregon (86,217).

OSU CONNECTIONS



- Create an account
- Explore under mentors
- Filter by location, industry, etc.



<https://osuconnections.org/>

WHO SHOULD YOU REACH OUT TO?

- Same major or career interest
- Someone doing a job you're interested in
- Someone at a company you're interested in
- Someone with a similar background as you (shared interest)



STEP 2: REACHING OUT

THE FEAR OF REACHING OUT

- This feels awkward
- I don't know what to say
- I do want to bother them
- People usually say yes because you asked them

ANATOMY OF A GOOD MESSAGE

- Who you are
- Why them
- Your ask
- Time commitment

Pro tips → Keep it simple

Be specific

Follow-up after 5-7 business days

Don't take silence personally

SAMPLE MESSAGE

Joe,

My name is Wendy Allison and I'm a Freshman at Oregon State University, majoring in Geology. I found your profile on OSU Connections. I'm really interested in geology and gas chemistry and your work with the USGS Volcano Lookout Center.

I look forward to meeting you and hope to ask some questions about the U.S. Geological Survey and how you got where you are. My summer is open and I'm flexible to work around your schedule. I look forward to hearing from you.

Thank you,
Wendy

STEP 3: PREPARING FOR YOUR EXPERIENCE

BEFORE YOUR JOB SHADOW

1. Research your host organization

- Products/services/activities
- Press releases/company websites and blogs
- Learn about your host in particular → LinkedIn

2. Prepare your day-of questions, *lots* of questions

- Ask questions about things you can't find online
- Focus on industry, company, or job-specific topics
- Ask about your host's individual experience

3. Have a **current resume** prepared and ready to share, just in case

- Be prepared to talk about why you are interested in this particular career



- Remember, this is not a job interview
- This is a professional opportunity that could lead to something in the future

SAMPLE QUESTIONS

- How did you get into this field?
- What has been the biggest learning curve for you in this role?
- If you were a college student again, what would you do the same and/or differently?
- What does a typical day look like?
- What do you enjoy most about your job?
- What advice would you give a person aspiring to enter your field of work?
- What would you recommend I do next?
- What is your company doing that is really innovative and new?

PROFESSIONAL ETIQUETTE

- Show up on time whether that's in-person or virtually
 - If virtual, test out your tech ahead of time
 - If in-person, know where you're going and how you'll get there
- Dress appropriately
 - Unsure? Ask your host
- Be engaged
- Send a thank you message

STEP 4: FOLLOWING-UP

THE THANK YOU MESSAGE

Joe,

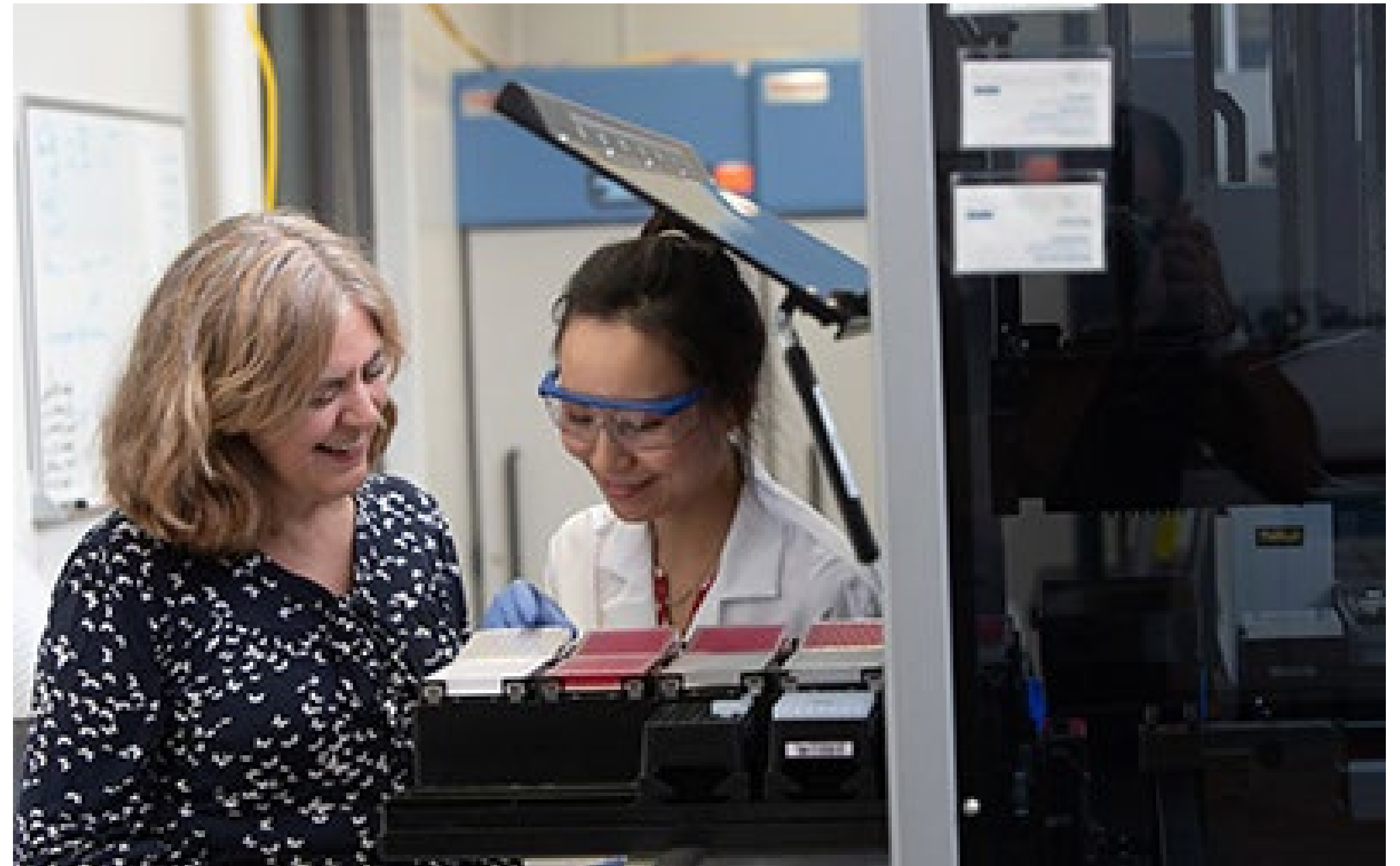
Thank you for taking the time to speak with me today. I enjoyed learning about _____. I appreciate your advice on _____, and I hope to stay in touch.

Best,
Wendy

STEP 5: TAKING ACTION

COMMON MISTAKES TO AVOID

- Sending a generic message
- Asking for too much time
- Not preparing
- Not following-up
- Not being engaged



Contact Us

Email: career@oregonstate.edu

541-737-4085

A110 Kerr Administration Building

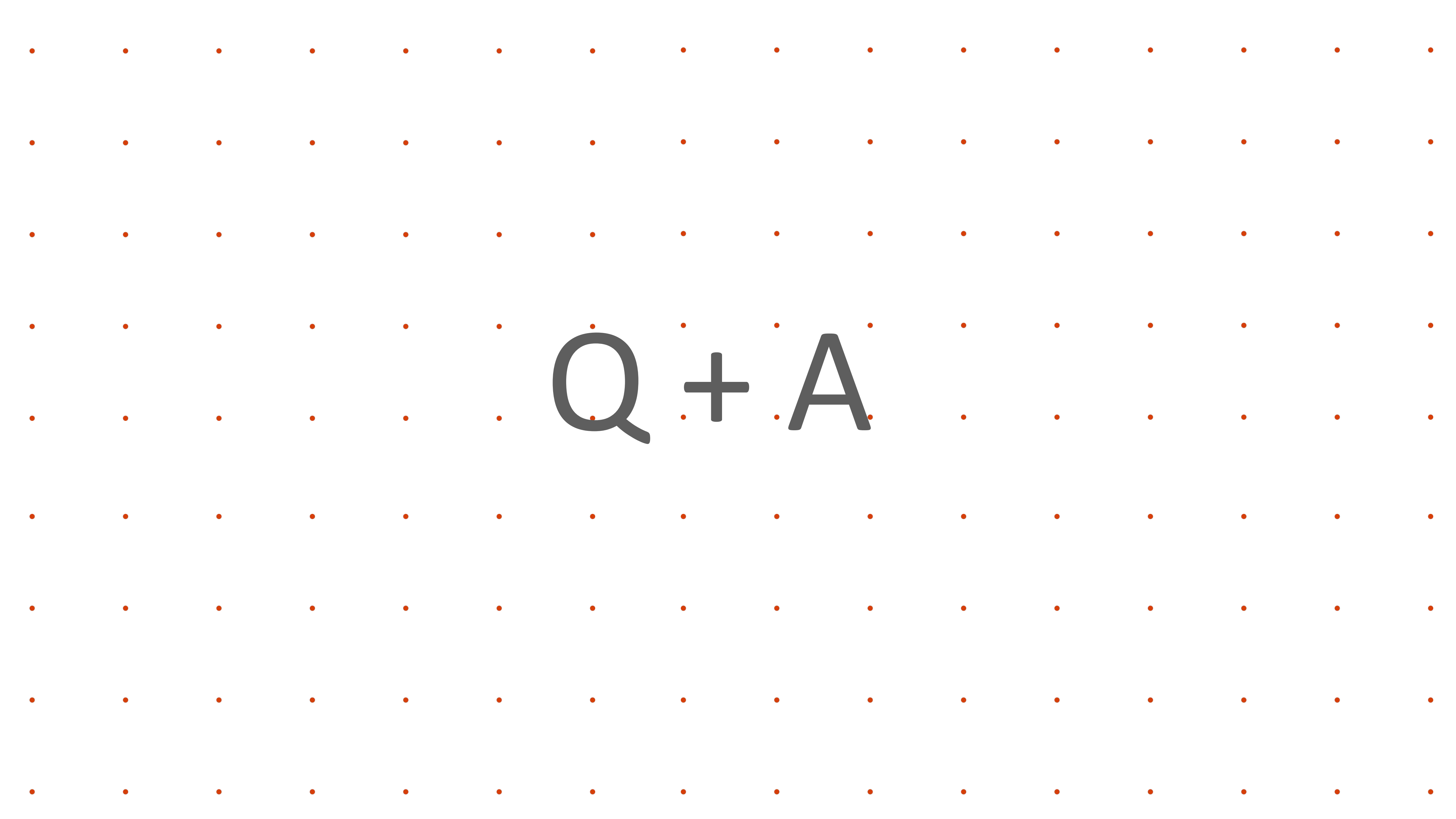
Mon-Thurs 9am-4pm (PT) & Fri 9am-12pm (PT)

You can also find us on [BeaverHub](#)

HELPFUL LINKS

- [Make an appointment with the Career Development Center](#)
- [Career Development Center Career Guide](#)
- [LinkedIn tips](#)
- [Top tips for networking](#)
- [Informational interviews](#)
- [Oregon State University LinkedIn](#)
- [Oregon State University Connections](#)

THANK YOU



Q + A