

Job Shadowing Guidelines

Gather information about your mentor and worksite ahead of time.

Ask about driving directions and parking information ahead of time.

Dress appropriately. Ask about proper dress code in advance.

Be on time! Arrive 10 minutes early, factoring in traffic and unexpected delays.

Turn off your cellphone!

Don't chew gum or eat snacks.

Spend as much time listening and observing as possible.

Ask well-thought-out questions, and take notes.

Pay attention, be polite and respectful.

Be enthusiastic! Don't look bored, tired, distracted or uninterested.

Be willing to participate. If appropriate, offer to help out.

Take advantage of the opportunity to network. Record names and collect business cards.

Be sure to thank your mentor for graciously giving up his/her time.

Remember that you are representing Baylor University, as well as yourself!