



Career  
Service



# GUIDELINES FOR STUDENTS

PROJECT: ONLINE-JOB-SHADOWING



The project is funded by:

**DAAD**

Deutscher Akademischer Austauschdienst  
German Academic Exchange Service



Bundesministerium  
für Bildung  
und Forschung


# ONLINE JOB-SHADOWING



With job shadowing we would like to support you in the best possible way on your way to your career. In classic job shadowing, you „shadow“ a working person at work for a day and thus experience their everyday working life. On account of the Corona pandemic, we are currently offering online job shadowing (duration approx. 1-2 h) as an alternative to face-to-face meetings.

## WHAT ONLINE JOB SHADOWING ENABLES YOU TO DO

- Ask targeted questions and get practical information about the job
- Insights into everyday working life from a personal perspective
- Insights into the experiences of graduates on the German job market
- Help with vocational orientation
- Reflection on your own strengths and potentials
- Possible contacts for a later application for an internship or a job



**Job shadowing  
refers strictly to  
the professional  
context.**

# PROCEDURE



- Please register via e-mail: [ulucan@em.uni-frankfurt.de](mailto:ulucan@em.uni-frankfurt.de)
- **Please provide the following information:** Name, e-mail address, subject(s) studied, number of semesters, language of communication (German/English), interests and career aspirations.
- You will receive an e-mail from the responsible consultant stating whether a suitable job shadowing partner has been found for you.
- Then you will receive the name and e-mail address of your job shadowing partner and arrange a meeting with him/her. You can use the free versions of video conferencing platforms such as ZOOM, Skype or Microsoft Teams.
- You will then participate - please be on time - in the agreed meeting (approx. 1-2 h).
- Last but not least, we ask you for a short feedback (participation in a short online-evaluation, gladly also via e-mail in person).

# PREPARATION AND FOLLOW-UP

A close-up photograph of a desk with various stationery items. In the foreground, there are several sticky notes with handwritten notes and diagrams. One sticky note features a grid of boxes with arrows pointing between them. Another sticky note has a large 'X' drawn on it. There are several blue pencils scattered around the desk. A small wooden rubber stamp is visible in the background. The overall scene suggests a workspace for preparation and follow-up.

- Find out in advance about the profession and the company where your job shadowing partner works.
- Inform yourself about the position of your job shadowing partner.
- Think about questions and formulate them (what are you particularly interested in, what do you want to know?).

Possible questions are: What are your tasks and what do you particularly like to do? Thinking back on your university time, is there anything that was particularly helpful in finding your career? What content from your study time is particularly important for doing your job? How did you get your job? Looking back on your time as a student, what advice would you give to students?

- **Contact your job shadowing partner** as soon as you have received the contact details from the project consultant. Your job shadowing partner will suggest a time for the meeting. When choosing the time and the meeting place, you should accommodate him/her, as he/she is working and will take extra time for you. Please, put the consultant Ms. Ulucan in CC when scheduling the meeting so that she is also informed about the start of it.

# THE VIRTUAL MEETING

- Make sure you have a good equipment - stable internet connection, headset, etc. - and a quiet environment.
- Inform your job shadowing partner in advance, if you cannot attend the meeting for an important reason.
- If you would like to stay in contact with your job shadowing partner or apply for an internship in his/her company, take the initiative to do so.

## FOLLOW-UP

Evaluate your new experiences and insights:

- What did I learn about the daily routine? What was new, what surprised me, what reassured me? What do I take away from the experience for further planning of my study and career path?
- We would like to ask you for a short feedback (participation in a short online evaluation, gladly also via e-mail).



# IMPORTANT BEHAVIORS FOR ONLINE JOB SHADOWING

- **Openness:** Both sides should be interested in a personal exchange. Also, be sure to clarify your mutual expectations of the job-shadowing relationship.
- **Commitment:** Appointments should be kept or cancelled in advance.
- **Respect:** Discussions always take place in a respectful and polite setting. Boundaries may always be pointed out if it goes beyond the professional context.
- **Confidentiality:** The contents of the job shadowing conversation are not disclosed to third parties. This allows uncertainties, mistakes and weaknesses to be discussed. Exceptions will be discussed among each other in each case.
- **Discrimination:** Discrimination based on gender, racial attributions, religion, appearance, illness or disability, age or other social or demographic characteristics will NOT be tolerated, nor will sexual harassment - whether verbal or non-verbal! This includes suggestive remarks (spoken or written) about physical features, appearance, clothing, derogatory remarks with sexual content, indiscreet „interrogations“ about lifestyle.
- Due to the **current situation**, we recommend using video conferencing programs for meetings as much as possible. As a medium of communication, we recommend e-mail. However, the choice of the form of communication is ultimately up to you!



[www.career.uni-frankfurt.de](http://www.career.uni-frankfurt.de)

If you have any questions, please contact:  
**Sibel Ulucan, [ulucan@em.uni-frankfurt.de](mailto:ulucan@em.uni-frankfurt.de)**

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