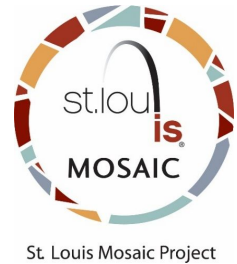


Professional Shadowing Program Guideline

Participants must have:

- Resume
- A minimum of a college degree from their country of origin or the U.S. and work experience in their field (3+ Years)
- A long term work permit or visa, not a student or F visa
- Residency in the St. Louis bi-state region with intent to stay in the region
- Sufficient English language capability to be employable



In order to get the most out of a job-shadowing experience, it's important to be prepared and to follow some of these tips:

- **Prepare questions ahead of time.** You likely will have an opportunity to ask the employee questions about the job. While you will come up with questions throughout your experience job shadowing, write down some questions ahead of time.
- **Dress professionally.** Because you are going to a person's workplace, you need to dress professionally. When in doubt, ask your mentor for advice.
- **Bring something to write on.** You will want to take notes throughout your shadowing experience. You also will want to write down questions that arise. Bring a notepad and pen so you are prepared.

At the end of 20 hours:

Professional shadowing often is done as a favor from established professionals to help people looking for a job, so if you do come across a professional-shadowing opportunity, you should be polite, professional, and grateful for the opportunity.

- You also might ask to meet with the mentor briefly after the professional shadowing experience or on the last day you shadow to ask follow-up questions about what you saw and experienced.
- You will write email or handwritten thank you note to mentor for giving you the opportunity to learn from them.
- You will write one page email to Betsy Cohen (ecohen@worldtradecenter-STL.com) and Susan Gobbo, St. Louis Mosaic Project International Spouses Program Consultant (su.gobbo@gmail.com) about 3 learnings.
- Be sure to stay in touch with the person you are shadowing. She will be useful to network with as you begin to look for a job.

NOTE: The Professional Shadowing Program is an useful way to learn about a particular field of interest where foreign has an experience to get familiar with the working environment, understand the processes and the ways of working on the job in the United States. The shadowing does not guarantee internships or jobs.