

# Professional Shadowing Program



ST. LOUIS MOSAIC PROJECT

*\*Host company will determine specific schedule and commitment*

<p><b><i>Are you a work-authorized international professional interested in an opportunity to observe the daily working routine of a US professional in your area of interest?</i></b></p>	<p><b><i>Are you from a company or organization interested in connecting to a pool of work-authorized international, diverse and talented professionals?</i></b></p>
<p>Professional shadowing is a useful way to gain insight about a U.S. job in your area of expertise and jump-start your career transition. It involves spending a set amount of time alongside a U.S. professional in your field of interest and is a unique way to become familiar with the American working environment, processes and expectations of a given job or career. By observing the daily office routine of an American professional, you can learn what that job is really like, observe business culture and customs and decide if your skills match the position. A typical professional shadowing experience requires a short-term commitment – usually 10-20 hours over 1-3 weeks*. The time you spend while shadowing will not be paid, as this is a learning experience.</p>	<p>Many small, medium and large corporations in St. Louis relocate international professionals from across the world to work here. Many of these professionals bring along their spouses or partners, who leave behind their own careers in their country of origin. A great number of these highly educated expat spouses want to be part of the St. Louis labor market. These work-authorized individuals have proven experience and unique capabilities in their fields, representing a great source of highly qualified and adaptable talent. By participating in the Professional Shadowing Program, your company or organization will meet, observe and learn from highly-skilled international professionals who can bring a unique perspective and relevant experience to your workplace.</p>
<p><b>Benefit to Participant</b></p> <ul style="list-style-type: none"> <li>• Become familiar with US biz culture &amp; customs</li> <li>• Gain confidence to restart your career in the U.S.</li> <li>• Learn and improve your professional vocabulary</li> <li>• Understand challenges/opportunities in your field</li> <li>• Clarify your career interests and skill sets</li> </ul>	<p><b>Benefit to Host</b></p> <ul style="list-style-type: none"> <li>• Enhance diversity in your workplace; introduce new cultures &amp; perspectives</li> <li>• Access capabilities of diverse international talent pool</li> <li>• Exchange information &amp; know-how</li> <li>• Explore new points of view and foster innovation</li> <li>• Develop coaching/mentoring skills</li> </ul>

## ***Functional areas for professional shadowing opportunities:***

Accounting; Business Development; E-Commerce, E-Merchandising; Engineering; Drafting; Finance; Human Resources (HR); International Business; Information & Technology (IT); Marketing/Branding; Sales; Public Relations/Communications; Office and Administrative Support

<p>If you are interested in participating in a professional shadowing experience, please go to <a href="http://www.stlmosaicproject.org">www.stlmosaicproject.org</a> and click on the Professional Connectors tab under “Get Connected” button.</p>	<p>If your organization is interested hosting an international professional, please contact Betsy Cohen, St. Louis Mosaic Project Executive Director (<a href="mailto:ecohen@worldtradecenter-stl.com">ecohen@worldtradecenter-stl.com</a>).</p>
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## Tips for A Successful Job Shadowing Experience – for the Participant

### 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

### Making the most of your job-shadowing:

- **Research the company and prepare questions ahead of time.** Questions will arise throughout your job-shadowing experience but arrive on the first day with a list of questions.
- **Dress professionally.** You will be in a professional workplace so dress professionally. When in doubt, ask your mentor for advice.
- **Bring something to take notes.** Bring a notepad and pen to easily take notes during the day.

### Upon completion of your job-shadowing experience:

- Send an email or handwritten thank you note to your host for giving you the opportunity to learn from them. It's best to do this as soon as possible, while your experience and thoughts are top-of-mind.
- Send an email to Suzanne Sierra ([ssierra@worldtradecenter-stl.com](mailto:ssierra@worldtradecenter-stl.com)), Senior Program Manager for Mosaic, and Susan Gobbo, St. Louis Mosaic Project International Spouses Program Consultant ([su.gobbo@gmail.com](mailto:su.gobbo@gmail.com)) with 3 key things you learned from this experience
- Be sure to stay in touch with the person(s) you shadowed. They will be useful resources for networking and character references as you continue your career transition.

**NOTE:** The Professional Shadowing Program is a useful way to learn about your field of interest and the daily requirements and responsibilities of a job; the shadowing does not guarantee employment.



## Tips for A Successful Job Shadowing Experience – for the Host

More and more companies are offering job-shadowing as a way for professionals to observe the daily responsibilities of a position they are interested in. It is also a chance for the host company to “test” a candidate, while they observe, offer feedback and interact with your employees.

Offering a job-shadowing experience to an international professional with relevant experience and skills can also yield dividends by providing a diverse way of looking at process, routine and protocol. Finally, hosting an international professional is an ideal way to implement or enhance your company’s commitment to workplace diversity.

### Below are guidelines for hosting an international professional:

- Have a plan, hour by hour, and include ways the participant can get involved.
  - If the job is repetitive on any given day, propose a day that includes meetings and interactions with other departments
- Prepare an information packet with an annual report, data about your company, links to professional organizations associated with your industry.
- Include four or five colleagues who can share their roles and time with the participant.
- Ask for help on an assignment – making calls; reviewing material, research, troubleshooting or anything that’s part of your daily or weekly routine.
- Do what you normally do – no need to roll out the red carpet because the goal is for the participant to see an accurate day-in-the-life.
- Use lunch as an opportunity to invite your team and others so the participant can meet a broad cross-section of employees and experience the culture.
- Provide time between sessions for feedback and questions.
- Ask the person for feedback and suggestions when discussing work or project tasks.

Enjoy the opportunity to broaden your perspective and point of view!