

# Professional Shadowing Program

<p><b><i>Are you a work authorized international professional interested in learning the ways of working in the U.S.?</i></b></p>	<p><b><i>Are you from an organization interested to connect to a pool of work authorized international, diverse and talented professionals?</i></b></p>
<p>Professional shadowing is a useful way for you to learn about a particular job of interest. It involves spending a limited amount of time joining a U.S.A professional in your field of interest.</p> <p>Job shadowing is a great way for you to restart a career in the U.S.A. It is a great experience to get familiar with the working environment, understand the processes and the ways of working of the job in the United States. By observing a day-by-day life of an American professional, you can learn what that job is really like and also learn about American business culture and customs.</p> <p>A typical professional shadowing experience can be 20 hours over 1-3 weeks. The time you spent while shadowing someone will not be paid, as this is a learning experience.</p>	<p>Many small, medium and large corporations in St. Louis take international professionals from across the world to work in St Louis. Many of these professionals bring their spouses or partners, who leave behind their careers in their countries careers of their own, finding it hard to integrate professionally in the local community. A great number of these highly educated expat spouses are aspiring to be part of St. Louis labor market. These international spouses represent a great and versatile talent pool.</p> <p>By participating in the Professional Shadowing Program your organization will get a chance to connect with these international talents and benefit from this opportunity.</p>
<p><b>Participant Benefits</b></p> <ul style="list-style-type: none"> <li>• Be familiar with American business culture &amp; customs</li> <li>• Gain confidence to restart your career in the U.S.A.</li> <li>• Learn skilled on day-by-day professional vocabulary</li> <li>• Get prepared to get a job in U.S.A.</li> </ul>	<p><b>Organization Benefits</b></p> <ul style="list-style-type: none"> <li>• Bring diversity to a workplace; introduce a new cultures, languages and perspectives.</li> <li>• Get access to awarding international pool of talent</li> <li>• Bring new and different experiences.</li> <li>• Promotes Innovative solutions and exchange of information</li> </ul>

## ***Here are some areas for professional shadow opportunities to consider***

Accounting  
Business Development  
Finance  
Human Resources

Information & Technology  
International Business  
Marketing/Branding  
Sales

<p>If you are interested in having a professional shadowing experience and learning more details about this program, please go to <a href="http://www.itspouses.org/psp">www.itspouses.org/psp</a> and click on the registration button to provide your information.</p>	<p>If your organization is interested to participate in this program, please contact Betsy Cohen, St. Louis Mosaic Project Executive Director (<a href="mailto:ecohen@worldtradecenter-stl.com">ecohen@worldtradecenter-stl.com</a>) or Susan Gobbo, St. Louis Mosaic Project International Spouses Program Consultant (<a href="mailto:su.gobbo@gmail.com">su.gobbo@gmail.com</a>).</p>
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*You might also consider applying to be a participant at the Mosaic Project Professional Connectors.  
More information about this initiative, please go to this [www.stlmosaicproject.org/pro-connectors.html](http://www.stlmosaicproject.org/pro-connectors.html).*

## 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](mailto:ecohen@worldtradecenter-STL.com)) and Susan Gobbo, St. Louis Mosaic Project International Spouses Program Consultant ([su.gobbo@gmail.com](mailto: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.

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