

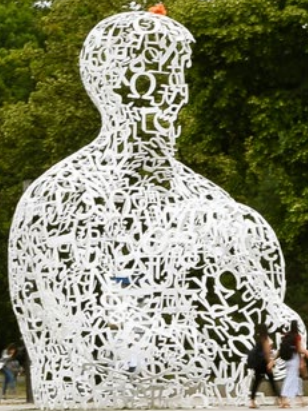


Career
Service



GUIDELINES FOR PROFESSIONALS

PROJECT: ONLINE-JOB-SHADOWING



The project is funded by:

DAAD

Deutscher Akademischer Austauschdienst
German Academic Exchange Service

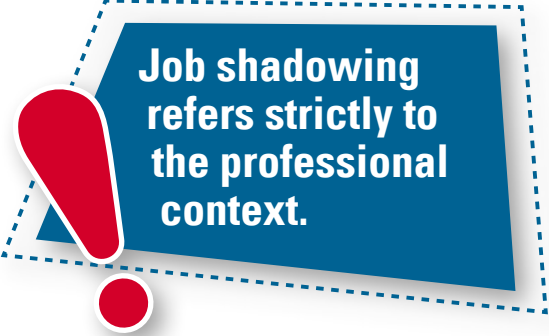


Bundesministerium
für Bildung
und Forschung

ONLINE JOB-SHADOWING



In order to support students in their professional orientation and on their way to a career in the best possible way, we offer them job shadowing. In classic job shadowing, students „shadow“ a working person at work for a day and therefore experience their everyday working life. Due to the Corona pandemic, people are currently unable to come together without hindrance. Therefore, we currently offer online job shadowing (duration: approx. one to two hours) as an alternative to a face-to-face meeting.



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

GOALS/TARGETS



- **International students are provided with information by professionals** who have already successfully mastered this challenge during the sensitive transition phase between studies and career.
- Practical assistance as an opportunity for **critical reflection** on the personality, skills, potential and goals of international students for planning and actively shaping their academic and professional careers.

THIS IS WHAT ONLINE JOB SHADOWING ENABLES TO DO

- Students can ask specific questions and obtain information about the occupational field.
- An insight into everyday working life from a personal perspective
- An insight into the experiences of graduates on the German job market
- Help with career orientation
- Reflection on their own strengths and potentials
- Contacts for a later application for an internship or a job

PROCEDURE



- Please register via e-mail at the following address:
ulucan@em.uni-frankfurt.de

Please provide the following information:

Name, current position and company, profession(s) about which you can provide information, course(s) of study, language of communication (German/English).

- You will receive an e-mail from the responsible consultant stating whether a suitable job shadowing partner has been found for you.
- You will then receive the name and e-mail address of the student. They will arrange a meeting with you. You can use the free versions of video conferencing platforms such as ZOOM, Skype or Microsoft Teams. Please inform your job shadowing partner in time if you cannot attend the meeting for an important reason.
- You will attend the agreed meeting (one to two hours).
- We ask you for a short feedback (participation in a short online evaluation, also by e-mail).

THE VIRTUAL JOB-SHADOWING APPOINTMENT



POSSIBLE PROCESS OF ONLINE JOB SHADOWING

- Mutual short introduction: study, profession and further education
- Short introduction of your company
- Personal report from your own work area: What does a „normal“ working day look like for you and what are your tasks?
- Career entry opportunities: What from your university time was particularly helpful in finding your career? What content from your university time is particularly important for doing your job? How did you get to your job (paths/routes)?
- What special qualifications are important for entry?
- Time for questions from the student.
- Looking back on your time as a student: What would you recommend students to take with them on their way?
- If necessary, plan another meeting (if desired by both parties).
- Conclusion and possible feedback

FEEDBACK

- We ask you for a short feedback (participation in a short online evaluation, gladly also by e-mail).



IMPORTANT BEHAVIOURS FOR ONLINE JOB SHADOWING

- **Openness:** Both sides should be interested in a personal exchange.
- **Commitment:** Appointments should be kept or cancelled in good time.
- **Respect:** Discussions always take place in a respectful and polite setting. Boundaries may always be pointed out if it goes beyond jointly agreed contents.
- **Confidentiality:** The contents of the job shadowing interview are not passed on to third parties. This makes it possible to talk about uncertainties, mistakes and weaknesses. Exceptions are agreed among each other.
- **Discrimination:** Discrimination based on gender, racial ascription, religion, appearance, illness or disability, age or other social or demographic characteristics will not be tolerated. Specifically, sexual harassment of a non-verbal, verbal or physical nature must be refrained from. This includes suggestive remarks (spoken or written) about physical features, appearance, clothing, derogatory remarks with sexual content, indiscreet „questioning“ about lifestyle.
- Due to the **current situation**, we recommend that you use video conferencing programmes for the meetings as much as possible. We recommend e-mail as the medium of communication. However, the choice of the form of communication is ultimately up to you.



www.career.uni-frankfurt.de

If you have any questions, please contact:
Sibel Ulucan, ulucan@em.uni-frankfurt.de

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