**Job Shadowing Event Agenda**

**Prep Work**

When contacting the educator/counselor/student, it might be helpful to discuss the below items:

* Name and address of the firm/company
* Contact information for the firm/company job shadowing event coordinator
* Dress code and safety regulations (if appropriate)
* Event agenda (including whether the event will be a full day or half day)
* Lunch arrangements
* Transportation arrangements (where the student should meet, park, etc)

Be sure to confirm the date and time of the event, as well as the contact information for the student(s) in case of the need to adjust plans or reschedule.

**Event**

Each event is unique based on the individuals, firm/company, and work surroundings. Please keep in mind the student is participating because he/she is interested in joining the CPA profession. No detail is too small. Here is a suggested agenda:

* Provide an overview of the firm/company (mission, practice area, scope of operations, etc)
* Review agenda for the day (duration of event, general schedule, lunch, departure plans)
* Discuss your educational experiences and employment background
* Discuss the benefits of your job/profession
* Discuss the skills, both hard and soft, necessary for your job/profession
* Discuss how these skills are utilized in the workplace
* Take the student(s) on a tour of the firm/company
* Allow the student(s) to ask questions during the event