

## **JOB SHADOW RESPONSIBILITY CHECKLIST**

### **BEFORE YOUR JOB SHADOW**

- Call to schedule a date and time for your job shadow
- Return the JOB SHADOW CONFIRMATION AND VERIFICATION SHEET to the Career Center
- Have teachers and parents sign the JOB SHADOW PRE-ARRANGED ABSENCE FORM
- Complete the JOB SHADOW PRE-ARRANGED ABSENCE FORM including any assignments
- Arrange your transportation to and from the job shadow
- Gather information on your career and research the business you are visiting
- Prepare any additional questions you may have on your interview page
- Turn in the JOB SHADOW PRE-ARRANGED ABSENCE FROM
- Call to confirm appointment
- Confirm address/directions and ask about parking and where to meet him/her

### **DAY OF JOB SHADOW**

- Dress appropriately. Gather your materials, questions, and arrive 10 -15 minutes early (your host will report your arrival and departure time)
- When you arrive, ask for the contact person and introduce yourself
- Give your host the JOB SHADOW HOST EVALUATION FORM
- Listen carefully and observe. Let your job shadow host know that you have questions and would like to know when an appropriate time to ask them would be

### **THREE DAYS AFTER YOUR JOB SHADOW**

- Please turn the JOB SHADOW STUDENT REFLECTION FORM into the Career Center
- Please turn in the JOB SHADOW STUDENT EVALUATION SHEET
- Please turn a thank you note written to your host into the Career Center. The Career Center will mail this for you

**Enjoy the Experience!**