

Job Shadow Responsibility Checklist

Before your job shadow:

- Call to schedule a date and time for your job shadow.
- Return the Job Shadow Confirmation form to the Career Center including location and parking instructions.
- Have teachers and parent sign off on the Prearranged Absence Form.
- Complete the Prearranged 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.

Before your job shadow:

- Turn in the Prearranged Absence Form.
- 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 and 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 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 Reflection Worksheet into the Career Center.
- Please turn into the Career Center a thank you note written to your host. The Career Center will mail this for you.

Enjoy the experience!