

Job Shadowing Mentor Checklist

- _____ Attend Meet and Greet with Student

- _____ Review Student **Profile** Draft as a tool to get to know students better.

- _____ Meet with Student to review their 3 career choices. Give examples of the various career paths within each field (I.e., Mechanical Engineering - research and development, sales, technical applications, etc.; IT – Networking, Security, Development, etc.)

- _____ Work with Mr. V to select appropriate Shadowing Site for your Student

- _____ Meet with Student to review their **Job Shadowing Introductory Email**

- _____ Confirm Student sent **Introductory Email, Received Response from Shadowing Host and Sent Confirming Email**

- _____ Receive **Job Description, Company Information Sheet, Shadowing Host Information and Job Shadowing Questions** from Student
(Due to you 14 days before their shadowing experience)

- _____ Meet with Student to review **Job Description, Company Information Sheet, Shadowing Host Information and Job Shadowing Questions**
(Complete 7 days before their shadowing experience)

- _____ Meet with Student to review all details for Shadowing event (i.e. transportation, clothing, prepared questions, pad, folio, pen, etc.)
(Get with students 2-3 weeks before their event (phone or email))

- _____ Meet with Student to review shadowing experience and review **Job Shadowing Thank You Note** and confirm they will send within 24 hours.
(Within 24 hours of Shadowing Event)

- _____ Meet with Student to review **Job Shadowing Student Evaluation** as well as discuss with student other possible career options (Send copy to Mr. V)