

Job Shadowing Student Checklist

_____ Completed **Job Shadowing Application**, submit with 2 teacher referrals
(Due Oct. 12, 2021)

_____ Send copy of completed **Profile** to Mentor (Draft #1) to be completed during February Seminar - due no later than 2/18

_____ Meet with Mentor to discuss career choices and identify appropriate shadowing options. This information will enable Mr. V and your Mentor to select an appropriate shadowing site.

_____ After receiving Shadowing Site and Shadowing Host from Mr. V decide on 2 or 3 possible dates and submit **Job Shadowing Request Form** to Mr. Brunner.

_____ Once Mr. Brunner approves dates: Complete an **Introductory Email**, utilizing the template provided, and send to Mentor to be approved. After Mentor approves, send **Job Shadowing Introductory Email**, with time and date options, to Shadowing Host (cc'd Liaison).

_____ Send reply email to Shadowing Host confirming date and time (cc Liaison).
Completed within 24 hours of receiving reply email from Shadowing Host.

_____ Complete **Job Shadowing Confirmation Form** and submit to Mr. Brunner to notify him of actual job shadowing date and time.

_____ Complete **Job Shadowing Job Description**.

_____ Complete **Job Shadowing Company Information Sheet**. Use internet to research Shadowing Site and LinkedIn to familiarize yourself with Shadowing Host.

_____ Complete **Job Shadowing Questions Sheet**.

_____ Submit to Mentor: Job Description Handout, Company Info Sheet, Shadowing Host Information and Job Shadowing Questions
(Due 14 days prior to shadowing event)

_____ Meet with Mentor to discuss *Job Description, Company Information Sheet, Shadowing Host Information and Job Shadowing Questions*.
(Due 7 days prior to shadowing event)

_____ 2-3 weeks before Job Shadowing Event; Email or call Mentor: Review all details i.e.: transportation, clothing, prepared questions, pad, folio, pen, etc...

_____ Within 24 hours of completing shadowing communicate with Mentor to discuss the experience and review **Job Shadowing Thank You Note** to be sent to Shadowing Host. Send **Job Shadowing Thank You Note** to Shadowing Host within 48 hours of completing Shadowing.

_____ Complete and submit **Job Shadowing Student Evaluation** to Mr. V. and Mentor.
(Due 5 days after Job Shadowing Experience)