

SCRIPT FOR MAKING THE JOB SHADOW APPOINTMENT CALL

Source: Tigard-Tualatin School District

Hello. My name is _____. May I please speak to (name of contact person)? *(If the person is not there, leave your full name and purpose of your telephone call. Tell the person taking the call that you will call the person back.)*

I'm calling from (name of school from which you are calling).

(Name of contact person), I understand you have offered to be a site for job shadowing. If possible, I would like to set up a time to complete a job shadow with you or your organization.

What time would be most convenient for you? (date and time they give you) is fine. Thank you.

Could you please give me directions on how to get to your company? *(Make sure you write these directions down. If you are driving, ask about parking.)*

(Depending on the type of company and your familiarity with the company, you may want to ask about the dress code for the company.)

Thank you very much for your time. I look forward to seeing you on *(repeat time and date of shadow to make sure you have it correctly)*.

SCRIPT FOR CONFIRMING THE JOB SHADOW (to be made before job shadow)

"May I speak with *(name of contact person)*, please?"

Hi, my name is *(give your name)* calling from *(name of school/program)* to confirm my job shadow appointment on *(day, date, and time)*.

Thank you and I look forward to meeting you.

[If your contact person is not available, ask if you can leave a message and leave the same information written above.]